



Recognition of Prior Learning Procedure (RPL)

October 2012

1. Applicant completes the “Recognition of Prior Learning” application form for credit towards the courses that they are intending to enroll and complete. Attaching relevant documentation that demonstrates learning outcomes that have been achieved in prior learning.
2. Forwards Application and fee to North Shore Playcentre Association with the application fee.
3. Application is forwarded to RPL/Licensing Equivalency Assessor or Education Support Administrator.
4. Education Support Administrator liaises with RPL/Licensing Equivalency Assessor or RPL/Licensing Equivalency Assessor liaises with the Applicant, Applicant’s Support Person and Education Support Administrator (if required) for the RPL/ Licensing Equivalency process. RPL Applicant is encouraged to present more material relevant to their RPL application if at first not successful or more information is required.
5. Education Support Administrator or RPL/Licensing Equivalency Assessor forwards the outcome of the assessment to the Education Support Administrator who
  - Forwards outcome to RPL Applicant (including copies for relevant commenters)
  - Copy is kept in Trainees personal file at HQ.
  - Copy sent to Playcentre Education TEFM with Course enrolment forms.

(Please note this process may take up to six weeks form receipt of application)

6. RPL applicant enrolls in Course.
7. RPL applicant completes the assessment tasks as outlined by the assessor.
8. Applicant sends the required coursework for commenting.
9. When Course is completed a Certificate is issued if not more than 60% of course was credited, otherwise a letter of equivalency will be issued.

**NORTH SHORE EDUCATION**  
**Recognition of Prior Learning (RPL) Application Form**

Application fee \$30 up to Course Three, additional \$10 for Course 4 (Course Four may be applied for on its own at a later date). Please ensure you have attached this to your application along with all relevant documentation to support your application and ensure you obtain recognition for all previous training obtained.

Name: ..... Phone .....

Address: .....

..... Playcentre: .....

Email: .....

- I am applying for recognition of prior learning towards and intending to **complete** the following courses; part of the “NZ Diploma in Early Childhood and Adult Education” curriculum:  

Two	Three	Four
(circle applicable)		

- I have gained the following work experience/training with another employer / learning provider:

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- Content of Course (learning outcomes achieved) Please provide a detailed transcript including a description of any papers you consider relevant to this application:

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- Was this course part of a larger programme? YES / NO

If yes, please name the programme:.....

- Supplementary Information:

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- Evidence of completion, course content/learning outcomes attached (**Certified** copies (can be signed as true copy by a Centre office holder) **Do not send originals**).

**The North Shore Playcentre Association Education Team will consider this application and you will receive a written reply within 6 working weeks of receipt of application.**