



# Recognition of Prior Learning (RPL) Application Form

- This form may be used for Credit Transfer, Cross Credit and Assessment of Prior Learning.
- Please use a pen and complete in English.
- You may apply for Recognition of Prior Learning (RPL) at any time before your course begins. However, all applications should be received by your Programme Director no later than two weeks after the first day of teaching of the courses/papers for which you are applying for credit. Please refer to the RPL Procedure, available from your Programme Director.

## PART A | STUDENT TO COMPLETE

### 1 PERSONAL INFORMATION

Le Cordon Bleu New Zealand Student ID (if known)

Surname or Family Name(s)

First Name(s)

Preferred Name(s)

Previous Name(s) Known By

Title  Mr  Mrs  Ms  Miss  None  Other, please specify

Qualification/Course Enrolled For

Name of Courses for Which RPL is Requested

### 2 CREDIT TRANSFER

*No fee is incurred in applying for internal Credit Transfer within Le Cordon Bleu New Zealand programmes.*

Please ensure at least one of the following is attached:

NZQA – Record of Learning  Academic Records or Certificates

### 3 CROSS CREDIT

*An administration charge of \$50 (inc GST) will normally apply. An additional charge of \$75 (inc GST) per hour may be incurred where a comparative analysis of learning outcomes is required.*

Please ensure at least one of the following is attached:

NZQA – Record of Learning  Academic Records or Certificates  Course outlines

### 4 ASSESSMENT OF PRIOR LEARNING

*An administration charge of \$50 (inc GST) will apply plus an additional fee of \$75 (inc GST) per hour for the comparative analysis of learning outcomes.*

Which method do you wish to use for this assessment?

Portfolio  Attestation  Interview  Course outlines

List all documentation attached:

### 5 STUDENT DECLARATION

I certify that the information provided is correct. I agree to pay all fees (GST inclusive) as detailed in this form.  
I understand that I must complete the course requirements I am applying to have credited until I am informed of the outcome of this application by Le Cordon Bleu New Zealand.

Signature  Date

**6 CREDIT TRANSFER ASSESSOR DECISION***DOES NOT require Academic Committee approval* Credit Transfer Approved  Credit Transfer Declined

Outline here the exact credit awarded or reason for decline

  


Signature

Date

**7 CROSS CREDIT PROGRAMME LEADER DECISION***REQUIRES Academic Committee approval* Cross Credit Approved  Credit Transfer Declined

Outline here the exact credit awarded or reason for decline

  


Signature

Date

**8 ASSESSMENT OF PRIOR LEARNING PROGRAMME LEADER DECISION***REQUIRES Academic Committee approval* Assessment of Prior Learning Approved  Assessment of Prior Learning Declined

Outline here the exact details of credit recommended to Academic Committee

  


Signature

Date

**9 ACADEMIC COMMITTEE FOR CROSS CREDIT/ASSESSMENT OF PRIOR LEARNING**Academic Committee Approves:  Cross Credit or  Assessment of Prior LearningAcademic Committee Declines:  Cross Credit or  Assessment of Prior Learning**N. B. Student to be notified in writing and copy attached to this form before forwarding to Registry**

Signature

Date

(Academic Committee Chairperson)

**10 ASSESSMENT COSTS FOR CROSS CREDIT/ASSESSMENT OF PRIOR LEARNING***GST Inclusive*

Administration Charge:

Number of Hours of Assessment at \$75 (inc GST) per hour:

Total Costs of Assessment:

**Ledgers to be credited:**

The Administration Charge and Hours of Assessment Fee are to be credited as follows:

Domestic student 1203.301

International student 1212.301

Documentation Complete:

 Yes No

Processed by:

Date