

APPLICATION FOR CREDIT RECOGNITION

Instructions:

1. Please complete all the details in this form.
2. Applications can be completed at any time, however it is recommended to submit prior to commencing study.
3. The application must include:
 - Evidence of the previous learning e.g. Record of Learning, Official Transcript
 - Credit Recognition Payment
 - Supporting evidence
4. Completed form must be submitted to Educational Services

Credit Recognition Fees:

- | | | |
|---|----------------------|------------------------------|
| • Credit from NZ Institutions | \$100 for 15 credits | \$200 for 30 credits or more |
| • Credit from Overseas Institutions | \$200 for 15 credits | \$400 for 30 credits or more |
| • Credit from Recognition of Prior Learning | \$200 for 15 credits | \$400 for 30 credits or more |

Section A: Student Details

Name:	
Date of Birth:	
Email:	
Phone:	

Section B: Qualification

Credit Recognition requested towards the following qualification

<input type="checkbox"/> Certificate in Christian Studies	<input type="checkbox"/> Bachelor of Counselling
<input type="checkbox"/> Diploma in Christian Studies	<input type="checkbox"/> Bachelor of Teaching & Worldview Studies
<input type="checkbox"/> Bachelor of Ministries	
<input type="checkbox"/> Bachelor of Theology	
<input type="checkbox"/> Graduate Diploma in Theology	
<input type="checkbox"/> Masters of Theology	

Section C: Student Declaration

I certify that the information provided is correct. I have attached verified copies of tertiary qualifications and academic transcripts. I agree to pay the Credit Recognition Fee.

Signed:

Date:

Section D: Credit Recognition

Please provide the following information								Office Use	
Course Information		Type of Credit				Evidence			
Course Number	Course Name	Transfer Credit	Specified Cross Credit	Unspecified Cross Credit	Recognition of Prior Learning	Academic Transcript	Other Evidence	Credits Recognised	Comments
Example 140.515	Example New Testament Introduction		✓			✓		15	
Example 461.515	Example Introduction to Ministry				✓		✓	15	Portfolio provided
Example SOWK111	Example Working with People (Otago University)			✓		✓		15	L5 Unspecified

Office Use Only	
<input type="checkbox"/> Credit Approved	<input type="checkbox"/> Credit Declined
Fee Amount:	
Signed: _____ Date: _____	
<input type="checkbox"/> Fee Paid - Invoice No.	<input type="checkbox"/> Details entered into Artena
<input type="checkbox"/> Confirmation sent to student	<input type="checkbox"/> Cross-credit details filed

Credit Recognition

Laidlaw College recognises learning that takes place in a variety of different ways and in different places. Some of this learning takes place in a formal setting such as a school, college or university where students receive a certificate or award to indicate that the learning has occurred. Some learning takes place more informally through work and life experiences. Laidlaw College recognises both formal and informal learning to help students achieve the qualification that they are working towards.

There are a variety of ways that credit is recognised:

1. Transfer Credit

Transfer credits is when the courses have been completed in another programme at Laidlaw College. No fee is charged for Transfer Credit.

2. Cross Credit

Cross crediting allows students to gain credit for tertiary level studies undertaken at another institution. Cross credits may be specified or unspecified.

a. **Specified Cross Credit** is where a student has completed a course equivalent to a Laidlaw College course. The content, level and learning outcomes must be the same or very similar to the Laidlaw course.

b. **Unspecified Cross-Credit** is where the student has completed an unrelated course at another recognised tertiary institution.

Documents required to support an application for Cross Credit includes NZQA Record of Learning or official Academic Record or award or other confirmation from another tertiary provider.

3. Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the formal recognition of non-credentialed prior learning. RPL is where a student has validated experiential learning that is equivalent to a Laidlaw course. All applications for RPL must be related to an identifiable course. RPL gives students the opportunity to reduce the amount of time required to achieve a qualification by recognising learning that has not been taken towards a formal qualification. Examples are Christian ministry experience or achievement in a related profession.

Maximum Credits Possible through Cross Credits and/or Recognition of Prior Learning

To ensure that the qualifications gained reflects the ethos and distinctives of Laidlaw College, two-thirds of any qualifications must be studied at Laidlaw College. The maximum credits possible through cross crediting and/or recognition of prior learning is up to one third of the qualification being sought. All requirements of the qualification being sought must be fulfilled.

Guidelines for Recognition of Prior Learning

Recognition of Prior Learning is used when a student thinks that they have met the learning outcomes of a course but have no formal academic record or transcript to support this. The student is required to present evidence that the learning outcomes have been achieved. The following methods are used.

- **Portfolio** - where the student provides a collection of information assembled providing evidence of their knowledge, skills and experience.
- **Assessment** - where Laidlaw allow the student to demonstrate their knowledge or skills by taking a written, oral or practical assessment.
- **Interview** - this involves a meeting between the student and the assessor where the learning outcomes of the course are discussed and if required, evidence provided.

Portfolio Preparation

For many students, a portfolio is a useful way to present evidence of their prior learning. The following is given as a guideline to the type of information that is appropriate.

- a. Relevant Employment for Work Experience
 - List the job(s) and the kind of work done, which provided the experiences similar to the course requirements. List titles, names of offices held, and organisations.
 - Indicate how long each job was performed.
 - Describe in detail what has been learned.
 - Provide actual examples of the work, if possible. For instance, include sermon outlines, class material, a video or a sermon or lesson, etc.
 - Explain how learning from specific experiences relates to the course's learning outcomes.
 - Include job descriptions; letters from employers, church officials or supervisors, certificates of completion of in-service training programmes or workshops; certificates of ordination to the Christian ministry, etc.
- b. Volunteer Work (Work for which no pay was received)
 - Include descriptions of activities, offices held, teaching or preaching assignments, awards granted for services to the community etc.
- c. Travel and Short-term mission experiences
 - For travel, the various countries visited or lived in should be indicated. The length and purpose of stay should also be included, along with what was learned from these experiences.
- d. Publications or Professional Presentations
 - Send copies of articles, reviews, reports, papers, or books that have been prepared or written.
 - This could include items produced as part of a team effort, but the part played in the group should be clearly indicated.
- e. Personal Study
 - Include a description of subjects studied in depth on a non-formal basis and copies of study notes or other documents to give evidence of the thoroughness and depth of the study. Also, a bibliography must be included. A description of how the studies apply to ministry or work should be given.