



Application for Exemptions through Recognition of Prior Learning (RPL)

• Please read ALL information before completing this form.

Personal Details

Title

Family name

First name/s

Birth date Gender Male Female

Address

Telephone (H) Telephone (W)

Mobile Email

Course Details

CTI Course Title _____

Application Declaration

- I have submitted the necessary official certified documentary evidence in support of my claim.
- I acknowledge that copies of submitted documents will not be returned to me.
- I authorise the Institute to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.
- I authorise the Institute to conduct any credential checks on me as part of this application process.
- I have read the information on this form.
- I acknowledge it is my responsibility to submit this application in sufficient time for processing prior to start of course

I hereby certify that the information provided in this application is true and correct.

Signature of Applicant

Date

Brief overview of RPL policies and process

- The maximum exemption which can be obtained through RPL for a CTI award is 50% of the total number of units
- Previously studied units can only be used once in any particular course for exemptions

International Students: Granting of credit transfer may affect your course duration and visa validity. The revised course duration and course completion date will be reported to the Passport & Immigration Office

Appeals: If you believe your application has not been fully or fairly assessed you may request a review of the application and may lodge a formal written appeal within 10 working days of receipt of notification of the outcome of your application to the Director of Academic Affairs. Please discuss your concerns initially with the relevant Head of Faculty or with the Academic Registrar.

NOTES:

- Applications must be received three weeks before the commencement of the course.
- Lodge your application with the Future Students Centre, for the attention of the Registrar Academic, along with all supporting documentation
- Supporting documentation must be submitted in both originals and photocopies for certification purposes.
- The applicant will be officially notified of the outcome of their application via email by the Registrar Academic

A. Application and Assessment for RPL based on work- based learning achieved through sustained work experience in the field

You must attach the following documents to support your application for exemptions based on work experience:

- Personal statement describing how your work experience relates to your present course or a particular unit in your present course: in particular, how your experience addresses the content of unit/s for which you are requesting exemption
- Detailed CV with clear job descriptions and reference letters from current and previous employers which confirm job title, dates employed , descriptions and achievements reported in the CV.
- A statement of duties and responsibilities including your official title and dates employed
- Reference Letter/s from current and previous employer/s which confirm job title, dates employed, descriptions and achievements reported in the CV

.This must be in sufficient detail to ensure that the RPL Assessor will be able to relate these competencies to the unit/s for which you are requesting exemption

Name of Company	<input type="text"/>
Address of Company	<input type="text"/>
	<input type="text"/>
Brief description of company's activities	<input type="text"/>
	<input type="text"/>

B. Application and Assessment for RPL based on Equivalent Qualifications

You must attach the following documents to support your application for exemptions based on work experience:

- Official certificates and academic transcripts, syllabuses/unit outlines, information about course duration, levels and contents.

OFFICE USE ONLY – ASSESSMENT AND APPROVAL SIGNATURES

Signature(s) of RPL Committee Member	:	<input type="text"/>	Name(s) of RPL Committee Member (please print):	<input type="text"/>
		<input type="text"/>		<input type="text"/>
		<input type="text"/>		<input type="text"/>

Date:

ADDITIONAL NOTES:



CHARLES TELFAIR
I N S T I T U T E

Policies and Procedures for Recognition of Prior Learning, (RPL)

All applications for RPL must be addressed to the Registrar Academic

For an RPL application to be processed, student must have met the minimum entry requirement for the specific course. For example to be accepted on the BBML a candidate must have:

- HSC + 3 years of work experience **OR**
- SC + 6 years of work experience (currently being in supervisory position)

Potential students can apply for RPL based on previously-earned, equivalent qualifications or on work- based learning achieved through sustained work experience in the field.

A. Application and Assessment for RPL based on Equivalent Qualifications

1. Individuals who wish to apply for RPL must fill in the prescribed **CTI RPL Application form**, (in addition to the CTI application form) and must submit their application, with all supporting documents attached, to the Future Students Centre, for the attention of the Registrar Academic.

Supporting documents required are: Copies of official certificates and academic transcripts, syllabuses/unit outlines, information about course duration, levels and contents.

2. Applications for RPL will be assessed formally by an RPL Committee, during scheduled meetings organized and chaired by the Academic Registrar. The committee will include the Head of Faculty concerned and at least one other academic staff member. The Director of Academic Affairs will be consulted when required.
3. The following steps will be followed during the assessment process:

Step 1: Credentials Check.

The existence, recognition/registration of the awarding body and the authenticity of the certificate presented together with its accreditation status will be verified.

- Local qualifications must be from a registered institution and must be accredited by the MQA or TEC
- Foreign qualifications must be recognised and accredited in the country of origin

In case of doubt, the relevant official regulatory body or institution will be approached for verification/confirmation.

Step 2. Equivalence Mapping

To **assess equivalence**, information provided will be used to map all similarities between the prior qualification submitted and the CTI qualification applicant wishes to obtain. Similarities identified in course objectives, overall structure and contents of each unit will be mapped and documented.

*A unit will be deemed equivalent if a **similarity index** of at least **75%** can be shown.*

Step 3. Issue of RPL & Exemption Statement

An official statement of exemption compiled and signed by both the Academic Registrar and the Head of Faculty will be issued to the applicant.

*The **maximum exemption** which can be obtained through RPL for a CTI award is **50%** of the total number of units.*

B. Application and Assessment for RPL based on work- based learning achieved through sustained work experience in the field.

1. Individuals who wish to apply for RPL must fill in the prescribed CTI RPL Application form, (in addition to the CTI application form) and must submit their application, with all supporting documents attached, to the Future Students Centre, for the attention of the Registrar Academic.

Supporting documents required are: *Detailed CV with clear job descriptions and reference letters from current and previous employers which confirm job title, dates employed, descriptions and achievements reported in the CV.*

2. Applications for RPL will be assessed formally by an RPL Committee, during scheduled meetings organized and chaired by the Academic Registrar. The committee will include the Head of Faculty concerned and at least one other academic staff member. The Director of Academic Affairs will be consulted when required.
3. The following steps will be followed during the assessment process:

Step 1: Credentials Check.

The authenticity of the documents presented will be verified with employer/s and referees provided. Applicant may be interviewed at the committee's request.

Step 2. Equivalence Mapping

To **assess equivalence**, information provided will be used to map all similarities between the work-based learning reported/evidenced and the CTI qualification, applicant wishes to obtain. Similarities identified will be mapped and documented.

*Exemption for a unit will be provided if a **similarity index** of at least **75%** can be shown between work acquired competencies and course expected outcomes*

Step 3. Issue of RPL & Exemption Statement

An official statement of exemption compiled and signed by both the Academic Registrar and the Head of Faculty will be issued to the applicant.

*The **maximum exemption** which can be obtained through RPL for a CTI award is **50%** of the total number of units.*

For all cases of RPL applications, the decision to award or refuse exemptions has to be properly documented by Registrar Academic. A digital file storing the exemption statement and all supporting documents must be created and stored safely in a dedicated RPL data-base by the Administration Department and will be made available in cases of appeal or audit by regulatory bodies.