RPL STUDENT INFORMATION GUIDE

This information guide will provide you with the steps when applying for Recognition of Prior Learning (RPL).
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1 Qualification and courses

Login to Portal click on Qualification and course then under Previous tertiary study / Apply for credit banner, click Apply for Credit. This is where you can get an update on previous RPL applications or review your progress once you have submitted an application.

Please note: The Apply for Credit button won’t show if you have not accepted an Offer of Place.

Qualification and courses

Below is a list of your pending applications; qualifications you are eligible to enrol in and previous qualifications you have studied. View help for information on your qualification status.

Apply for new qualification  View your timetable  Enrol 2020

Qualification progress

This overview will help you see how you are progressing toward completing your qualification. Check prior to enrolling to help you decide what courses to enrol in. Click on your qualification below, this will open your overview in a new tabpage.

Bachelor of Arts overview

My study

Current study

2020

Bachelor of Arts
Psychology Major, Sociology Minor

You are eligible to enrol.
If you want to take a break from your qualification this year you can delay your study.
If you do not intend to complete your qualification you can withdraw permanently.
2 Recognition of prior learning

Once you have clicked Apply for credit, you are taken to the Recognition of prior learning dashboard. This will show any of your active applications, previous credit granted and a list of previous applications.
3 Apply for Recognition of Prior Learning

To apply for RPL, click Add new. If you are not able to add an RPL application you will get a notification message.

Apply for credit

**Qualification details**

- **Massey University qualification sought for**: Bachelor of Arts / Bachelor of Science

Indicate the type of credit you would like to be assessed for:

- [ ] Credit based on formal tertiary study
- [ ] Credit based on informal learning or short courses

**Type of credit**

Credit is offered to students to avoid repeating work already completed. Credit is not awarded automatically.

- **Formal credit** can include qualifications completed at Massey University or another tertiary institution. You can also apply for formal credit based on incomplete study from another tertiary institution. If you have an incomplete qualification from Massey University you would like to transfer papers from, please contact us.

- **Informal learning** or short courses can include Massey University professional development courses, as well as credit based on relevant and appropriate skills and knowledge obtained through training, work experience and life experience.

**No previous tertiary study records**

- [ ] No previous tertiary study records

You do not have any previous tertiary study (qualifications) in the system that can be assessed for credit. Please add your tertiary study before applying for credit. To add previous study records go to Qualification and courses > Add / View tertiary study.

For more information, please see our Recognition of prior learning page or contact us.

This notification will show when you select Credit based on formal tertiary study and you have not advised us of any previous tertiary study at the point of admission.
3.1 Type of credit to be assessed – Credit based on formal tertiary or informal study

Once you have clicked Add new, selected your qualification and click Credit based on formal tertiary study, you are taken to Selected qualification/s for formal credit assessment and to upload support documents.

Apply for credit

Select qualification/s for formal credit assessment

Indicate which qualification(s) you would like to be assessed for credit

- ABACUS Institute of Studies

Please provide the appropriate documents to support your application.

- Academic transcript: Your official academic transcript showing evidence of passed courses and/or qualifications. Unfortunately results notices, or interim results notices, are not sufficient.
- Programme specific information: To assist with your application, if your previous study was outside New Zealand, you may be asked to provide specific programme or course information (e.g. course outline/content, practicum hours).

Please upload your supporting documents

Click 'Browse My Computer' to select file(s) and click 'Upload' to upload your files

1. Browse your computer

2. Upload

File Status Awaiting Upload

Comments

Back Submit
Apply for credit

Select type of informal credit

- Type of informal credit to be assessed
- Massey University professional development course
- Other i.e. work / life experience, formal training

Please select courses: Choose options

Please provide the appropriate documents to support your application:
- CV outlining any relevant work and life experience.
- Supporting evidence of your experience and learning outcomes matched to each course you want recognised e.g portfolio.

Please upload your supporting documents

Click 'Browse My Computer' to select file(s) and click 'Upload' to upload your files

- User story 1.docx (13 kb)

File Status: Awaiting Upload

Comments

Submit
3.2 Application for credit submitted

Once you have selected the qualification and uploaded any other supporting documents (if applicable), you will be directed to Application for credit submitted page.

Apply for credit

If you do not click Pay now and go back to Recognition of prior learning dashboard, you will see the following. Either option when Pay now is clicked will direct you to the Make a payment screen.

Recognition of prior learning

List of current applications

<table>
<thead>
<tr>
<th>Qualification credit sought for</th>
<th>Type/Qualification to be assessed for credit</th>
<th>Courses</th>
<th>Type of credit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts / Bachelor of Science</td>
<td>Diploma of Agriculture (Open Polytechnic of NZ)</td>
<td>n/a</td>
<td>Academic Credit</td>
<td>Submitted Net Paid</td>
</tr>
</tbody>
</table>

Action

Pay now  Cancel

QUIT

Add now

List of previous applications

<table>
<thead>
<tr>
<th>Qualification credit sought for</th>
<th>Type/Qualification to be assessed for credit</th>
<th>Courses</th>
<th>Type of credit</th>
<th>Status</th>
</tr>
</thead>
</table>

You do not have any applications.

IMPORTANT: If you do not pay the fee within 30 days of submitting your application it will be cancelled. The application will not be assessed until the fee is paid.
### 3.3 Make a payment

Once you have clicked Pay it will direct you to the Make a payment screen. This will list any outstanding payments you may have, you will need to select the method of payment.

#### Make a payment

<table>
<thead>
<tr>
<th>Due date</th>
<th>Details</th>
<th>Doc reference</th>
<th>Item reference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/Nov/2019</td>
<td>Cross credit and transfer of credit</td>
<td>RPL3291458</td>
<td>7432679</td>
<td>$104.30</td>
</tr>
<tr>
<td>30/Oct/2019</td>
<td>178100 - Principles of Macroeconomics (Semester One full semester)</td>
<td>00660364-40</td>
<td>7432173</td>
<td>$116.40</td>
</tr>
<tr>
<td>30/Oct/2019</td>
<td>178200 - Intermediate Macroeconomics (Semester Two full semester)</td>
<td>00660364-40</td>
<td>7432175</td>
<td>$744.66</td>
</tr>
</tbody>
</table>

**Total owing**

$965.36

Pay balances using:

- **Visa**
- **MasterCard**
- **Western Union**

For other ways to make payments, see fee payment options.
3.4 Make a payment – Credit Card

It will automatically select all outstanding transactions; however, you can deselect any options you are not wanting to pay.

Online Payment

Please tick the transactions that you wish to pay and amend the payment amount if required.

<table>
<thead>
<tr>
<th>Description</th>
<th>Payment due date</th>
<th>Amount due</th>
<th>Pay</th>
<th>Amount to pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>178100 - Principles of Macroeconomics (Semester One full semester) *This item is overdue</td>
<td>30/Oct/2019</td>
<td>116.40</td>
<td>✓</td>
<td>116.40</td>
</tr>
<tr>
<td>176200 - Intermediate Macroeconomics (Semester Two full semester) *This item is overdue</td>
<td>30/Oct/2019</td>
<td>744.65</td>
<td>✓</td>
<td>744.65</td>
</tr>
<tr>
<td>Cross credit and transfer of credit</td>
<td>04/Nov/2019</td>
<td>104.30</td>
<td>✓</td>
<td>104.30</td>
</tr>
</tbody>
</table>

Total to be paid $965.36

After clicking the ‘Continue to secure payment page’ button, you will be directed to our secure credit card payment page. We accept Visa and MasterCard.
3.5 Make a payment – Continue to secure payment page
You will then be directed to the Credit Card Payment Portal (CCPOS) to make the payment.

Credit Card Payment Portal

Name on Card
Card Number
CVV
Card Expiry
Amount($)
116.40
Submit

Your payment was successful

Your Payment was processed successfully

#&May2019
Your receipt number is CP5201462
Amount $104.30
An official receipt will be sent to you via an intranet message.

Once you click Exit you are directed back to your Qualification and Course page in Portal.
4 Notification message – Qualification not available for assessment

When you click Add new and you don’t have any qualifications to choose to apply credit to, you will receive the following notification:

**Qualification not available for assessment**

You do not have any qualification to choose to apply credit to. It could be for the following reasons:

- Your qualification may not be eligible for cross credit.
- You may have an outstanding application that is not yet assessed.

For more information, please see our Recognition of prior learning page or contact us.
5 Cancel RPL Application

If you have submitted your RPL application, you will need to click on Qualification and courses then Apply for Credit to get an update on the application or cancel the application. This is done from the Recognition of prior learning dashboard. You will see two options, and this will be dependent on whether you have paid the fee or not. If you have not paid the fee there will be a Pay now and Cancel button. To cancel the application click Cancel.

NOTE: Please remember if you have paid the fee the Pay now button will not display, you will only see the Cancel button. If you have not paid, you will see both the Pay now button and the Cancel button.

Once Cancel button is clicked, you will receive the following notification and will need to click Submit if you wish to cancel the application. You will then be directed back to the Recognition of prior learning dashboard (see above) and the application will no longer show.
5.1 Portal in-tray Credit application – cancelled message

From: Enrolments Team

Received: 25 Nov 2019

Due Date

Subject: Credit application - cancelled

Kia ora

Your application for credit towards the Bachelor of Science has been cancelled.

If you have paid the application fee, it will be refunded to you, otherwise the invoice showing in your current statement will be cancelled and will no longer show as an outstanding payment. Please ignore this message if you were not charged any fees.

If you have any questions about your application please, Contact us.

Nga mihi
Massey University Enrolments Team

Delete

Intray  Next Message