RPLC500-XXC (HAM)

Professional Learning in Educational Practice
(30 Points credit by Recognition of Prior Learning)

Guidelines for intending applicants

Faculty of Education
Te Kura Toi Tangata
Contact details

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Ngā Āhuatanga/Description and structure

**Calendar Description**
RPLC500 Professional Learning in Educational Practice

Recognition of Prior Learning is available for non-formal learning such as prior sustained participation in a professional development programme, or participation in a completed externally funded research project, supporting members of the Faculty. The applicant prepares an Evidence Portfolio which presents the work for assessment for recognition of prior learning, with an overview statement. Application for RPL is a formal, two step application process (see below).

**What is Recognition of Prior Learning?**
Recognition of Prior Learning (RPL) is the formal recognition of non-credentialed prior learning. Students who are enrolled or who are planning to enrol in a relevant study programme in the Faculty of Education have the opportunity to have an assessment made of learning that they may have undertaken outside formal schooling, polytechnic, or university study, which could be counted towards a formal qualification. Essentially, if you have undertaken learning for which you have not received a formal qualification, and which may be of a type and level which could count towards a particular university level qualification, you are entitled to apply for RPL. An example of this could be a student who has completed a one year National Aspiring Principals’ Programme (NAPP). Whilst the learning that they have undertaken may not have been attached to a formal qualification, the skills and understandings which they have had to engage with may count at university postgraduate level study.

**Credit:** The Faculty of Education may offer a credit of up to 30 points to a master’s degree or postgraduate diploma through a formal Recognition of Prior Learning process.

**Grading:** The credit will be approved as Pass/Fail.
Maximum Credit Points: 30

Only one RPL credit of up to 30 points is permitted for a master’s qualification in the Faculty of Education. This unspecified credit may not normally be substituted for required papers for a qualification.

Credit for RPLC500 is available for MCouns, MEd, MEdLeadership, MSpLS, and MDInS.

Application Process: Further information about RPL, including fees and the application form, will be found on the University web site at http://www.waikato.ac.nz/sasd/enrolment/credit/rpl/apply.shtml

Ngā whāinga / Paper Objectives

The paper offers an opportunity for students in these qualifications to submit evidence of prior professional learning or experience and to demonstrate their competence as equivalent to competencies taught in their master’s programme. Prior learning must be directly related to the programme of study for which credit is sought, and this must be demonstrated in the submitted Evidence Portfolio.

Ngā putanga ako / Learning Outcomes

Students submitting an Evidence Portfolio must demonstrate the following achieved competencies:

- evidence of advanced knowledge about a specialist field of enquiry or professional practice
- mastery of sophisticated relevant theoretical subject matter
- critical evaluation of the findings and discussions in the relevant literature
- ability to engage in analysis and argument from evidence
- ability to apply knowledge to new situations
- engagement in rigorous intellectual analysis, criticism and problem-solving.

Application Process

There are no classes associated with RPL papers, and no formal supervision or oversight from staff is provided. There is a two-step process for your application. To apply for recognition of prior learning, you must complete and submit an Application for Recognition of Prior Learning (RPL) form and pay the application fee of $50.00. Please retrieve this form from http://www.waikato.ac.nz/sasd/enrolment/credit/rpl/apply.shtml
Application forms should be directed to the RPL Coordinator, Credit Office:
Credit Office
The Student Centre
Student and Academic Services
University of Waikato
Private Bag 3105
Hamilton 3240
New Zealand

Phone: +64 7 838-4466 ext. 7750
Fax: +64 7 838-4254
Email: RPL@waikato.ac.nz

Please allow at least four weeks for your application for RPL to be processed.

If the application to proceed is successful, applicants will be sent this guideline. Your portfolio should be submitted to the Faculty of Education Postgraduate Office, for assessment. In order to attain credit, the student must enrol in the paper RPLC500-xx (HAM), and pay the fee of $205.00. If the submitted Portfolio receives a Pass grade, this will be entered against this enrolment. The credit will be unspecified and can be credited only when you are enrolled in an approved University of Waikato qualification. RPLC500 is not available for Independent Paper Credit.

Confirmation of the outcome of your application for RPL will be sent to you in writing by the Faculty of Education Postgraduate Office, and the credit will appear on your University transcript.

Te Kaupapataka / Portfolio Content and Organisation

All applications must include Items 1 and 6 below. There is no single required format for the Evidence Portfolio. However, to demonstrate that the applicant has achieved the required learning objectives, it may also contain examples of items 2-5 below:

1. A record, with evidence, of activities undertaken for which RPL is sought, including dates, times and places;
2. Presentations given by the applicant during the programme;
3. Evidence of engagement with scholarly literature (this may be take the form of a critique, or an annotated bibliography);
4. Examples of the participant’s own knowledge and skills attained in the programme and
5. Applications of professional leadership resulting from the programme (provide links to the learning in the initial programme).
6. The application must include a statement of the nature and extent of the professional learning undertaken, and a summary of what has been achieved by the candidate in the course of the project/programme.
The portfolio should demonstrate your capacity to use academic conventions such as accurate referencing (APA is preferred), English language proficiency, the capacity for grounded, coherent argument, and the ability to reflect critically on your own professional achievement.

**Length:** Maximum 7000 words.

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**Ngā mahi / Workload**

*As a guide, a 30 point postgraduate paper normally requires 300 hours of teaching and independent study across one semester, though it is not anticipated that either the development of the portfolio or the programme for which credit is sought must be exactly as long, but it must represent comparable learning.*

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**Ngā pānuitanga/ Readings**

*There is no set text for this paper, and no required readings. Because the credit is presumed to be retrospective, that is, it refers to work that has already been completed, the emphasis must be on reading that has been completed as part of the work that is being presented as prior learning. Access to the University Library or other resources are not offered as part of this paper.*

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**Ngā aromatawai / Assessments**

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<thead>
<tr>
<th>Assessments</th>
<th>Percentage of Overall Mark</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence Portfolio</td>
<td>100%</td>
<td>Normally within six months of initial acceptance of your application.</td>
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</tbody>
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**Presentation of the Evidence Portfolio**

The Portfolio should be presented in digital format using Word 10 or above.

It should be accompanied by a declaration stating that this is your own work.

Format should be 1.5 spaced in 12 point font in Times New Roman (or similar font). Please insert page numbers.
**Notification**

The Evidence Portfolio will be received by the Faculty of Education Postgraduate Office for assessment. Please allow at least four weeks for grading. Students will be advised of the outcome by the Faculty Postgraduate Office.

Grading is on a Pass/Fail basis only. No further feedback will be given. Only one such submission is permitted. The candidate may not re-submit a failed attempt.

The student should be enrolled in an approved University of Waikato qualification, and if the application for RPL is given initial approval, the student should apply to enrol in the paper RPLC500 (30 points), and pay the fee. The grade will then be entered into the student’s University of Waikato record. This credit is not normally transferable to a qualification in another educational institution.