

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.

 [Home](#) [Qualification and courses](#) [Results and exams](#) [Fees and finance](#) [Scholarships](#) 

Qualification and courses [Get help](#)

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 tab/page.

[Bachelor of Arts overview](#)

My study

Current study

2020

Bachelor of Arts Psychology Major, Sociology Minor	Distance  Eligible to enrol
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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](#).

Previous tertiary study / Apply for credit


To view / apply for credit or previous tertiary study, click on the associated link below. For more information on applying for credit, see our [Recognition of Prior Learning page](#) or [Contact us](#).


[View / Add tertiary study](#)

[View / Apply for credit](#)

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.

 Home
Qualification and courses
Results and exams
Fees and finance
Scholarships



Recognition of prior learning Get help

Active applications

List of current applications

Qualification credit sought for	Type/Qualification to be assessed for credit	Course/s	Type of credit	Status	Action
Will display the qualification you are applying for credit	Will display the qualification name	Will show course code if your are applying for informal learning	Will show either Academic credit or Informal Learning		Will show Cancel or Pay button or both

Recognition of prior learning

List of previous applications

Qualification credit sought for	Type/Qualification to be assessed for credit	Course/s	Type of credit	Status
Will display the qualification you are applying for credit	Will display qualification name	Will show course code		

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

[Get help](#)

Qualification details

Massey University qualification sought for

Bachelor of Arts / Bachelor of Science



← It will list any current qualifications you have been approved into, click drop down arrow to select relevant qualification

Indicate the type of credit you would like to be assessed for. [?](#)

Type of credit to be assessed

Credit based on formal tertiary study

Credit based on informal learning or short courses

→ Select the relevant option

Back

Next

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.

Close

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

Back

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

[Get help](#)

Select qualification/s for formal credit assessment

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

User story 1.docx (13 kb) [Delete](#)

File Status
Awaiting Upload

Comments

[Back](#) [Submit](#)

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 course/s*

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 eg 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

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 Get help

Application for credit submitted

✓ Submitted
Thank you for submitting an application for credit.

⚠ Payment
Ensure any outstanding documents are recieved as soon as possible. Payment is required before your credit assessment can be started.

[Pay now](#)

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 Get help

Active applications

List of current applications

Qualification credit sought for	Type/Qualification to be assessed for credit	Course/s	Type of credit	Status	Action
Bachelor of Arts / Bachelor of Science	Diploma of Agriculure (Open Polytechnic of NZ)	n/a	Academic Credit	Submitted Not Paid	Pay now Cancel

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.

[Quit](#)
[Add new](#)

Recognition of prior learning

List of previous applications

Qualification credit sought for	Type/Qualification to be assessed for credit	Course/s	Type of credit	Status
You do not have any applications.				

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


Get help

Make a payment


Items to be paid for [redacted] on 08/Nov/2019

Due date	Details	Doc reference	Item reference	Amount
08/Nov/2019	Cross credit and transfer of credit	RPL3201458	7432679	\$ 104.30
30/Oct/2019	178100 - Principles of Macroeconomics (Semester One full semester)	00060364-40	7432173	\$ 116.40
30/Oct/2019	178200 - Intermediate Macroeconomics (Semester Two full semester)	00060364-40	7432175	\$ 744.66
			Total outstanding	\$ 965.36

Pay balances using:



Pay with credit card



Pay using 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

[Get help](#)

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

Outstanding transactions

Description	Payment due date	Amount due	Pay	Amount to pay
178100 - Principles of Macroeconomics (Semester One full semester) *This item is overdue	30/Oct/2019	116.40	<input checked="" type="checkbox"/>	<input type="text" value="116.40"/>
178200 - Intermediate Macroeconomics (Semester Two full semester) *This item is overdue	30/Oct/2019	744.66	<input checked="" type="checkbox"/>	<input type="text" value="744.66"/>
Cross credit and transfer of credit	08/Nov/2019	104.30	<input checked="" type="checkbox"/>	<input type="text" value="104.30"/>

Total to be paid



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.

[Back](#)

[Continue to secure payment page](#)

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	<input type="text"/>	✓
Card Number	<input type="text"/>	VISA ✓
CVV [?]	<input type="text"/>	✓
Card Expiry	<input type="text"/>	x ✓
Amount(\$)		116.40

Submit



Your payment was successful

Your Payment was processed successfully

08/Nov/2019

Your receipt number is CPS3201462

Amount \$ 104.30

An official receipt will be sent to you via an inray message.


Exit

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

 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; or
- 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](#).

Back

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](#).

Recognition of prior learning

Get help

Active applications

List of current applications

Qualification credit sought for	Type/Qualification to be assessed for credit	Course/s	Type of credit	Status	Action
Bachelor of Business	Graduate Diploma in Business Studies (Massey University) Using for test (Aoraki Polytechnic)	n/a	Academic Credit	Submitted Not Paid	Pay now ✕ Cancel

Quit
Add new

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.

Recognition of prior learning

Get help

Cancel application

Warning

On clicking **Submit** button, this application will be removed from your current applications and your RPL application will no longer be assessed for credit by staff. If you want to continue with credit assessment, then click the **Back** button.

If you are a domestic student and have already paid your credit application fee, then your fee will be re-funded if you cancel your application.

If you are a domestic student and have not yet paid your credit application fee, then your fee invoice will be cancelled from your account.

Back
Submit

5.1 Portal in-tray Credit application – cancelled message

Intray Messages for [REDACTED] Message 1 of 8

From	Enrolments Team
Received	25/Nov/2019
Due Date	
Subject	Credit application - cancelled

Kia ora [REDACTED]

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](#).

Ngā mihi
Massey University Enrolments Team