RECOGNITION TO PRIOR LEARNING & CREDIT ALLOCATION TRANSFER PROCESS

Credit Allocation Transfer Process (CAT)

Student request to transfer from one institution to another. Transcripts need to be presented.

1. Apply at OWI include CAT request in application.

2. Selected

3. Portfolio development
   - Transcripts showing credits obtained
   - Portfolio of previous studies

4. Approval process
   - Credit check to be done
   - Mapping of outcomes

5. Communication back to student with result

6. Registration process to be completed

Recognition to Prior Learning (RPL)			
Formal		**Informal**	
Expired qualifications, Half qualification with experience		*No formal training, request qualification equivalent to be issued based on experienced gained*	
1.	**Apply at OWI include RPL request in application.**	1.	**Apply include RPL request in application**
2.	**Selected**	2.	**Selected**
3.	**Portfolio development**	3.	**Portfolio development**

	- Certified copies of qualifications
	- Portfolio containing the following information
	   o Stating specific credits that are claimed
	   o CV
	   o Career life story
	   o Transcripts where experiential learning is related to the learning outcomes for the module/course/unit standard that is claimed
	   o Supporting evidence to prove competence
			- Certified copies of qualifications
			- Portfolio containing the following information
			   o Stating specific credits that are claimed
			   o CV
			   o Career life story
			   o Transcripts where experiential learning is related to the learning outcomes for the module/course/unit standard that is claimed
			   o Supporting evidence to prove competence

4.	**Approval process**	4.	**Approval process**
	RPL committee can decide on the following for assessment of application. - Challenge examination - Oral questioning - Case study - Assignments Following parties involved in RPL application process - Registrar - Assessment committee - RPL committee - Heads of School - Lecturer - Moderator - Examination officer		RPL committee can decide on the following for assessment of application. - Challenge examination - Oral questioning - Case study - Assignments Following parties involved in RPL application process - Registrar - Assessment committee - RPL committee - Heads of School - Lecturer - Moderator - Examination officer
5.	**Communication back to student with result**	5.	**Communication back to student with result**
6.	**Registration process to be completed**	6.	**Registration process to be completed**