



Guidelines on Credit Transfer and Unspecified Credit 2006

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Introduction

This guide replaces the NZQA publication, New Zealand Diploma in Business – Procedures for processing applications for Recognition of Academic Credit through Credit Transfer (Cross Credits) and Assessment of Prior Learning, published in 1998.

The changes to the credit transfer and unspecified credit rules and regulations were adopted based on the recommendations made by the Planning and Development sub-committee of the National Advisory Committee of Business Studies (NACBS) on 11 April 2005 and approved by the NZQA Board on 21 October 2005.

Credit transfer is process whereby credit already achieved by a learner is recognised towards a new qualification.

Purpose

The purpose of this guide is to provide Tertiary Education Organisations (TEOs) with assistance for the processing of credit transfer and unspecified credit for the New Zealand Diploma in Business (NZDipBus) qualification. This guide includes the various options that are available for students to gain credit towards completion of NZDipBus from credit transfer. The use of local prescriptions is also covered within this guide as student results are reported as unspecified credits.

Specified and unspecified credit

Credit is the agreed measure of the amount of learning, typically required in gaining a qualification estimated by a qualification developer or TEO. This estimate of learning time includes direct time spent with teachers; time spent preparing for and doing assignments and time spent in assessment. Credit is awarded when achievement is assessed and meets specified standards. One credit equates to ten hours of learning time. Each NZDipBus prescription is equivalent to 20 credits.

The NZDipBus qualification allows students to gain credits towards prescriptions as specified credits and unspecified credits.

- Specified credit refers to achieving credit towards a national prescription through assessment of the prescription. National prescriptions may be found here: <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions.do>
- Unspecified credit refers to achieving credit toward a local prescription through assessment of the local prescription. Local prescriptions are developed by individual TEOs in subject streams not covered by national prescriptions but having a local industry demand. For example, a TEO may have identified a particular local industry need such as “management for the horticulture industry”, which is not currently embodied in a national prescription. A local prescription is required to be approved by the NACBS and approved by NZQA.

Specified and unspecified credit transfer

Credit transfer is critical to support learners along appropriate learning pathways. It is a process whereby credit already achieved is recognised towards a new qualification. This may

occur on a case-by-case basis between TEOs /qualifications developers and individuals or as a structured agreement between two or more organisations or TEOs¹.

There are two methods for credit transfer within NZDipBus:

1. Specified credit transfer is the process of transferring credits gained in other qualifications or components of a qualification to specified national prescriptions within NZDipBus.

When a TEO is processing a specified credit transfer, the following must be considered:

- The focus is on the skills and knowledge held by the applicant, which are embodied in a qualification or components of a qualification already awarded to the applicant.
- There is a direct match between the qualification or components of the qualification to at least 80% of the learning outcomes of a specified national prescription.
- The level and credit value of the achieved qualification or component of a qualification is not less than the specified national prescription.
- It includes credit transfer based on any NZQA published credit transfer schedules.
- It applies only to credits awarded to the applicant as a result of formal assessment in a qualification or components of a qualification. It does not apply to credits awarded as a result of previous credit transfer.
- It does not refer to transfer of an NZDipBus academic record from one TEO to another TEO.

For example, a student who has credits leading towards a qualification in Marketing can apply for credit transfer towards prescription *141 – Marketing Principles*. If it can be evidenced that the components of the qualification already held by the student matches the learning outcomes, level and credit value for this prescription and that the credits were awarded as a result of formal assessment, specified credit transfer may be awarded.

2. Unspecified credit transfer is the process of transferring credits gained in qualifications or components of a qualification encompassing knowledge and skills that do not directly match the learning outcomes of an NZDipBus national prescription but are consistent with the NZDipBus graduate profile.

NZDipBus Graduate Profile

A graduate of the New Zealand Diploma in Business will:

1. in a range of diverse and changing organisational settings, effectively be able to:
 - a. add value by applying specific business skills
 - b. apply a range of interpersonal and communication skills
 - c. apply critical problem solving skills with initiative and judgement
 - d. recognise ethical and cultural issues inherent in decision making
 - e. work independently and within teams of diverse people
2. have appropriate skills, research abilities and knowledge to pursue further study and professional development.

¹ See New Zealand Qualifications Authority, *Supporting Learning Pathways – Credit Recognition and Transfer Policy*, December 2002

When a TEO is processing an unspecified credit transfer, the following must be considered:

- The focus is on the skills and knowledge held by the applicant, which are embodied in a qualification or components of a qualification already awarded to the applicant.
- There is a strong match between the qualification or components of the qualification to all aspects of the NZDipBus graduate profile.
- It applies only to credits awarded to the applicant as a result of formal assessment in a qualification or components of a qualification. It does not apply to results awarded as a result of previous credit transfer.
- The level and credit value of the achieved qualification or component of a qualification is not less than the result reported for the credit transfer.

For example, a student has been formally assessed and awarded a qualification in *Management for the Maritime Industry*. While there is not a direct match between this qualification or components of it to a specific NZDipBus national prescription, there is sufficient evidence within the purpose statement of the Maritime qualification or components within, that equivalent knowledge and skills are covered as required in the graduate profile.

Rules and regulations

The credit transfer and unspecified credit rules and regulations allow students to be credited with prescriptions through specified credit transfer, unspecified credit transfer or assessment in local prescriptions or a combination of any two or all of these methods.

TEOs must have documented internal policies and procedures relating to credit transfer as appropriate and required by:

- Element 5.1 (b) of the *Criteria, Requirements and Guidelines for Course Approvals and Accreditation*
- Element 1.2.6 (vi) of the *Quality Assurance (QA Standard One) for PTEs, GTEs and Wānanga*
- Element 5.3 Institutes of Technology and Polytechnics (ITP) *NZ Academic Quality Standards*.

Staff must possess relevant expertise and knowledge in the subject area to be able to evaluate applications. Staff should also be aware of the internal policies and procedures of their organization relating to credit transfer.

Students must have ready access to information on how they can apply for credit transfer or appeal the decision of the evaluation if their application was unsuccessful.

When adopting any of these three methods, the rules and regulations allow a student to be credited with a maximum of ten prescriptions using:

1. a maximum of eight² national prescriptions through specified credit transfer (160 credits³).
2. a maximum of one unspecified credit transfer (20 credits).
3. a maximum of two local prescriptions as unspecified credit (40 credits).

² This number was corrected from ten to eight on 15 May 2007.

³ The number of credits was corrected from 200 to 160 on 15 May 2007.

A student can be credited with a total of ten prescriptions (200 credits) through a combination of specified credit transfer, unspecified credit transfer and assessment in local prescriptions.

To provide some flexibility for students to complete their NZDipBus qualification, the following three options for credit transfer and unspecified credits is available:

<i>Maximum number of prescriptions Credit transfer to national prescription</i>	<i>Maximum number of prescriptions by Unspecified Credit transfer</i>	<i>Maximum number of Unspecified Credit by Local Prescription</i>
8 (160 cr)	-	2 (40 cr)
OR		
8 (160 cr)	1 (20 cr)	1 (20 cr)
OR		
7 (140 cr)	1 (20 cr)	2 (40 cr)

These rules are effective from 1 January 2006. Students who completed the qualification prior to this date will not be eligible to complete the qualification under these rules.

Assessment of prior learning (APL)

There is no limit placed on the number of prescriptions any student may be credited as a result of assessment of prior learning. If a TEO plans to award the entire NZDipBus qualification using APL, it is strongly recommended that they seek the advice from a recognition of prior learning assessment resource centre. There are currently four such centres in New Zealand:

- Christchurch Polytechnic Institute of Technology
- Manakau Institute of Technology
- Otago Polytechnic
- The Open Polytechnic of New Zealand.

Process guidelines

NZDipBus is a New Zealand qualification. Credit transfer must consider the skills and abilities of the applicant in the context of New Zealand business, especially where applications are based on overseas qualifications or experience.

In processing applications, different considerations may need to be given to different subjects. Factors to be considered in reaching a decision will include the effect of legislation and industry practice (particularly any recent changes) and the nature, level and age of qualifications held by the applicant.

Some aspects for consideration by TEOs while processing credit transfer applications are:

- Authenticity of certificates or transcripts. For credit transfer, especially from international qualifications, TEOs may request applicants to provide evidence that such qualifications have been recognised by NZQA as genuine. For further information, refer <http://www.nzqa.govt.nz/for-international/qual-eval/index.html>

- Adequacy of evidence. Sufficient evidence and adequate information regarding prior qualifications must be provided by the applicant seeking credit transfer. The evidence provided must also allow TEOs to ensure that the overall aims of the prescription, for which credit transfer is sought, or NZDipBus graduate profile requirements are being met.
- Currency of applicant's knowledge and skills. TEOs must request further evidence from the applicant to satisfy currency of knowledge and skills in subject areas where credit transfer is sought and significant changes in legislation or industry practice have occurred. Further supporting evidence may be in the form of recent work experience certificates in the related area or certification through a recognised body or association within that industry.

Reporting credit transfer and unspecified credit results

TEOs are required to report to NZQA any credits awarded as a result of credit transfer (specified credit transfer) or assessment for a local prescription (unspecified credit).

Correct prescription codes, as given in Appendix I, must be applied in the reporting of student results.

A 'P' (pass) grade must be used for reporting successful results from specified credit transfer, unspecified credit transfer or assessment in local prescriptions. NZQA does not require 'fail' results to be reported.

Results must be reported to NZQA's Tertiary Records business unit with the correct fee per result. For further information, please contact Tertiary Records on telephone 04 463 3000, fax 04 463 3107 or email tertiaryrecords@nzqa.govt.nz

Record keeping and audit

TEOs must maintain records of all credit transfers for possible quality audit by the relevant quality assurance body. The nature and tenure for maintaining these records should be consistent with the requirements of the TEO's quality management system. The records may include:

- application made by the student for credit transfer
- evidence supporting the application, such as certified copies of the qualification obtained including transcripts, certified copies of any work experience, and detailed content of the qualification.
- basis for granting specified or unspecified credit transfer
- any further relevant documents.

NZQA may request information from TEOs annually on the total number of credit transfer applications received and the number of successful applications.

Further information

For further information and assistance regarding credit transfer, unspecified credit and local prescriptions, please contact:

Tertiary Assessment and Moderation
NZQA
PO Box 160
WELLINGTON
Phone: 04 463 3000
Fax: 04 463 3114
Email: tam@nzqa.govt.nz

Appendix I

Reporting of unspecified credits and student results from credit transfer

Table I: Prescription codes for version one of NZDipBus

(Note: For students assessed on version one of NZDipBus during the transition period, TEOs should report credit transfer and unspecified credit results against the prescription codes provided in following tables. A 'P' grade should be used.)

Specified credit transfer towards national prescriptions:

New Code	Title
Core Prescriptions	
100	Accounting Principles
110	Introduction to Commercial Law
120	The Economic Environment
130	Organisation and Management
140	Business Communication
141	Marketing Principles
150	Business Computing
Accounting	
101	Accounting Practices
201	Financial Accounting
202	Management Accounting
203	Business Finance
205	Internal Auditing
206	Taxation
Law	
210	The Law of Legal Entities
211	Business Law
Economics	
220	Managerial Economics
Communications	
139	English for Business Studies
Management	
160	Quantitative Business Methods
115	Small Business Management
215	Advanced Small Business
227	Entrepreneurial Planning
230	Leadership
232	Operations Management
233	Human Resource Management
234	Planning and Control
235	Employment Relations
236	Applied Management
Marketing	
242	Marketing Research
244	Buyer Behaviour and Communications Strategies
248	Marketing Planning and Control

Computing

250	Applied Computing
252	Systems Development Project
255	Information Management

Banking

170	Fundamentals of Banking
225	International Trade and Finance
275	Lending and Securities
270	Advanced Banking

Tourism

180	Principles of Tourism
285	Tourism Industry Management

Unspecified credit through assessment in local prescriptions

Name	Prescription code to be used
First prescription (at 100 level)	197
Second prescription (at 100 level)	198
First prescription (at 200 level)	297
Second prescription (at 200 level)	298

A student will be allowed a maximum of any two of these prescription codes towards completion of the NZDipBus.

Unspecified credit transfer towards graduate profile

Name	Prescription code to be used
At 100 level	199
At 200 level	299

A student will be allowed a maximum of any one of these prescription codes towards completion of the NZDipBus

Table 2: Prescription codes for version two of NZDipBus level 6

(Note: For students assessed on version two of NZDipBus, TEOs should report credit transfer and unspecified credit results against the prescription codes provided in the following tables. A 'P' grade should be used.)

Specified credit transfer towards national prescriptions

New Code	Title	Registration Level
Core Prescriptions		
400	Accounting Principles	4
510	Introduction to Commercial Law	5
520	The Economic Environment	5
530	Organisation and Management	5
560	Business Communication	5
541	Fundamentals of Marketing	5
550	Business Computing	5
Accounting		
501	Accounting Practices	5
601	Financial Accounting	6
602	Management Accounting	6
603	Business Finance	6
605	Internal Auditing	6
606	Taxation	6
Law		
610	The Law of Business Entities	6
611	Business Law	6
Economics		
620	Managerial Economics	6
Management		
430	Quantitative Business Methods	4
432	Office Management	4
435	Fundamentals of Small Business	4
534	Planning and Control	5
630	Leadership	6
631	Strategic Planning for Small Business	6
632	Operations Management	6
633	Human Resource Management	6
635	Employment Relations	6
636	Applied Management	6
637	Entrepreneurial Planning	6
Marketing		
544	Buyer Behaviour and Communications Strategies	5
642	Marketing Research	6
648	Marketing Planning and Control	6
Computing		
650	Applied Computing	6
652	Systems Development Project	6

655	Information Management	6
Communications		
469	Academic Skills for Business Studies	4
Banking		
570	Introduction to Banking and Financial Services	5
575	Lending and Securities	5
576	International Trade and Finance	5
670	Advanced Banking	6
Tourism		
580	Principles of Tourism	5
685	Tourism Industry Management	6

Unspecified credit through assessment in local prescriptions

Name	Prescription code to be used
First prescription (at level 4)	497
Second prescription (at level 4)	498
First prescription (at level 5)	597
Second prescription (at level 5)	598
First prescription (at level 6)	697
Second prescription (at level 6)	698

A student will be allowed a maximum of any two of these prescription codes towards completion of the NZDipBus

Unspecified credit transfer towards graduate profile

Name	Prescription code to be used
At level 4	499
At level 5	599
At level 6	699

A student will be allowed a maximum of any one of these prescription codes towards completion of the NZDipBus

Publications

New Zealand Qualifications Authority, *Supporting Learning Pathways – Credit Recognition and Transfer Policy*, December 2002.

Assessment and Certification Rules and Procedures for Tertiary Qualifications -
<http://www.nzqa.govt.nz/qualifications/tertqual/rules/6/6.html>