



1. TITLE: RECOGNITION OF PRIOR LEARNING PROCEDURE

- 1.1 Policy reference: Recognition of Prior Learning Policy (CO-A-001-03)
- 1.2 Category: Academic – Admission
- 1.3 Approval date: September 2023
- 1.4 Approved by: Chief Executive
- 1.5 Effective Date: January 2024
- 1.6 Review/Revision date: December 2024
- 1.7 Unit responsible: Learning team

2. Purpose

This procedure provides GP registrars with a clear process for formally applying to have their previous training, work experience and/or postgraduate qualification(s) assessed by The Royal New Zealand College of General Practitioners (the College) to be recognised as credit and exemption towards requirements of the General Practice Education Programme (GPEP or the programme).

It outlines the responsibilities, steps and timeframes involved in the process.

3. Scope

This procedure applies to all registered medical practitioners seeking to be recognised as a Fellow of The Royal New Zealand College of General Practitioners (FRNZCGP).

All registrars enrolled in the programme are to be informed of the option for Recognition of Prior Learning (RPL) and Cross Credit policy.

4. Definitions

All definitions are available in the College’s *Academic Regulatory Framework for Quality Assurance*.

5. Procedure

5.1 Registrar responsibility, with College support (if required)

Step	Action	Recommended timeframes
1.	Reads and is familiar with the Recognition of Prior Learning and/or Cross Credit Policy to first determine suitability.	Upon confirmation of enrolment in the programme.
2.	May seek initial advice and guidance from the College.	If required, advice should be sought as soon as confirmation of enrolment on the programme is received.
3.	Determines the specific scope of the programme the RPL is being applied for. This may include reductions or exemptions in: <ul style="list-style-type: none">> GPEP year 1 individual formative programme requirements> GPEP year 2 and 3 clinical experience requirements> Written and/or clinical examinations> The academic component.	Prior to commencement of programme.
4.	Gathers relevant, valid and sufficient evidence to support the application. This may include curriculum vitae, certified* copies of medical qualifications, academic transcripts, training details, programme syllabus, references.	Prior to commencement of programme.
5.	Formally applies to the College for consideration of RPL. This includes completion of the Recognition of Prior Learning/Cross Credit Application Form and all supporting documentation.	Prior to commencement of programme.

* Copies must be certified by a Fellow of the College, or a Justice of the Peace.

5.2 College responsibility – assessment of RPL application

Step	Action	Recommended timeframes
1.	The College acknowledges receipt of the RPL application form and supporting evidence.	Within two (2) working days of receiving the application form.
2.	An initial assessment of the application is undertaken by relevant College staff to check that it is complete, including all relevant documentation. The registrar may be contacted for additional information and documentation.	Within five (5) working days of receiving the application.
3.	Once the application has been checked for completeness, it is sent to the College Academic Assurance Team and Clinical Lead for evaluation.	Within ten (10) working days of receiving the complete application.
4.	The Academic Assurance Team and the Clinical Lead complete an evaluation of the application and evidence to determine an equivalent match against components of the programme.	Within twenty (20) working days of receiving the application from the College.
5.	If required, following the evaluation the College may need to contact the registrar for additional information and documentation.	As appropriate.
6.	The College Academic Assurance Team and the Clinical Lead recommend an outcome to the Manager Academic Assurance. The outcome will result in the following: <ul style="list-style-type: none"> › Credit/exemption of specified programme requirements › No credit/no exemption of programme requirements. 	Within five (5) working days of completing the evaluation.
7.	The Manager Academic Assurance reviews the recommended outcome for moderation purposes and approves the final recommendation.	Within five (5) working days of receiving the recommended outcome from the Academic Assurance Team and the Clinical Lead.
8.	The registrar is formally notified in writing of the outcome decision.	Within five (5) working days of completing the peer review process.
9.	The outcome decision is recorded in the College database.	Immediately following the formal notification of the outcome decision to the registrar.
10.	If the registrar is not satisfied with the outcome, they may formally appeal the decision. The Appeals Process applies.	Within ten (10) working days of receiving the formal outcome decision from the College.

NOTE: All correspondence relating to RPL applications, including the application form and associated documentation, must be saved by the College into the registrar’s file.

6. Related policies, documents and legislation

- > Academic Regulatory Framework for Quality Assurance
- > Appeals Policy (CO-A-002-06)
- > Recognition of Prior Learning Policy (CO-A-001-03)
- > Recognition of Prior Learning Application Form
- > Fellowship Pathway Regulations

7. Administrative procedures

7.1 Promulgation of published procedure

This procedure will be available via the College intranet and website.