

Recognition of Prior Learning - RPA

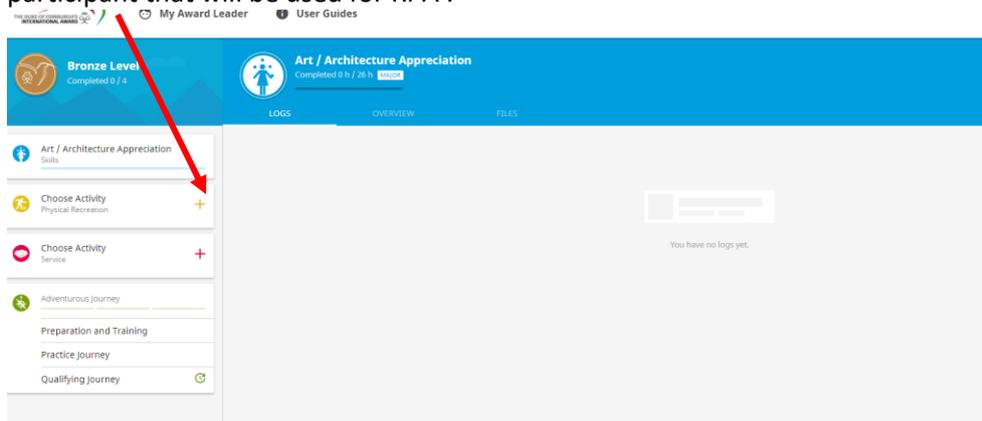
Please note: this must be done at the start of your Award Journey (RPA will not be applied retrospectively) and must be approved by your Award Leader. RPA only applies to participants doing their Award through organisations who have a formal RPA agreement with National Office.

Participants are able to claim **up to** 3 months RPA for the first Award they sign up to – this would either be the Bronze Award, Direct Entrant Silver Award or Direct Entrant Gold Award. The Participant needed to be within Award age guidelines when completing the activities they are claiming RPA for.

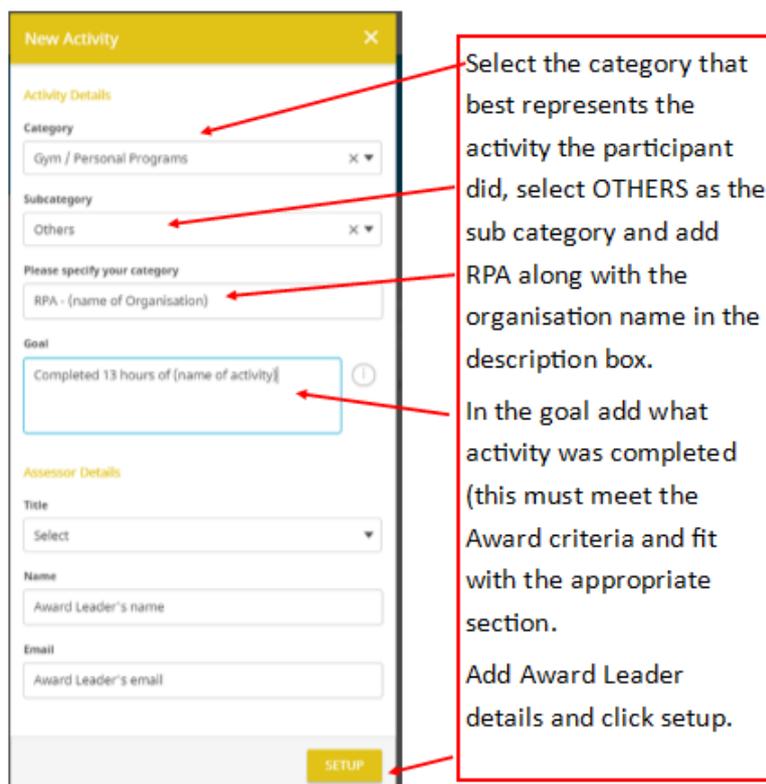
The Award Leader may decide the participant is not entitled to the full three months RPA. The participant needs to discuss their options regarding RPA before or during the setup process of the Online Record Book. Once agreed the participant can then follow the directions below.

How to record RPA activities towards the Major Section.

1. The participant logs into the Online Record Book
2. Click on **the section or +** (please note, this must be your Major Section) that fits with the activities done by the participant that will be used for RPA .



3. Fill out the details using the guidelines below and click **SETUP**



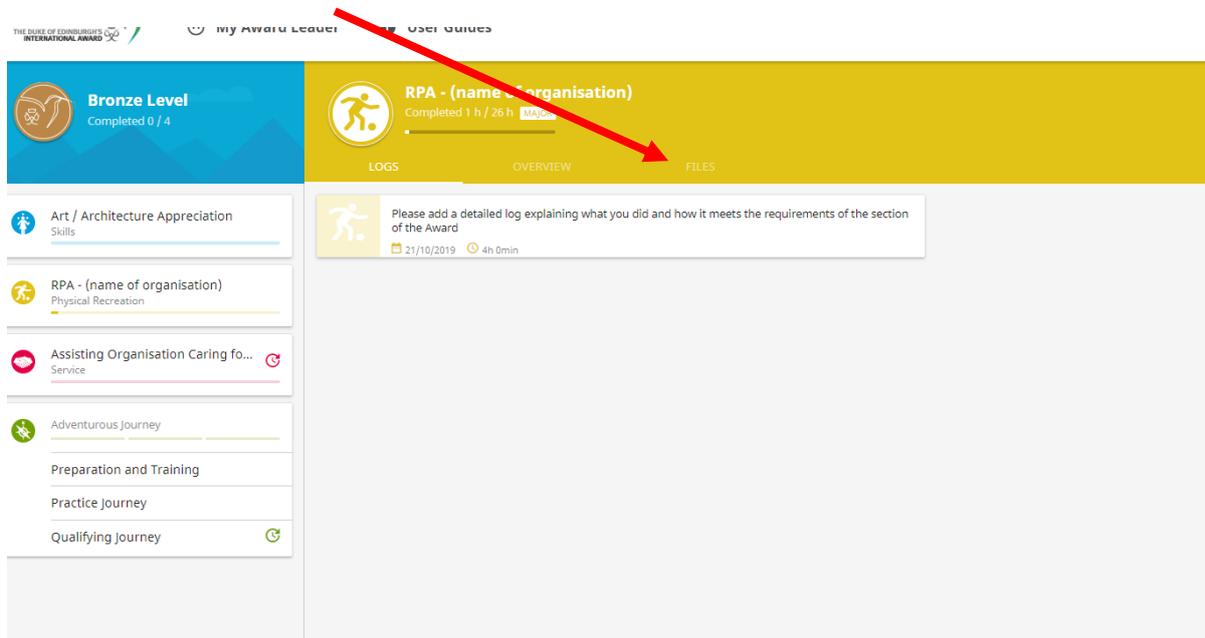
The screenshot shows the 'New Activity' form with the following fields and instructions:

- Category:** Gym / Personal Programs
- Subcategory:** Others
- Please specify your category:** RPA - (name of Organisation)
- Goal:** Completed 13 hours of (name of activity)
- Assessor Details:**
 - Title:** Select
 - Name:** Award Leader's name
 - Email:** Award Leader's email
- SETUP** button

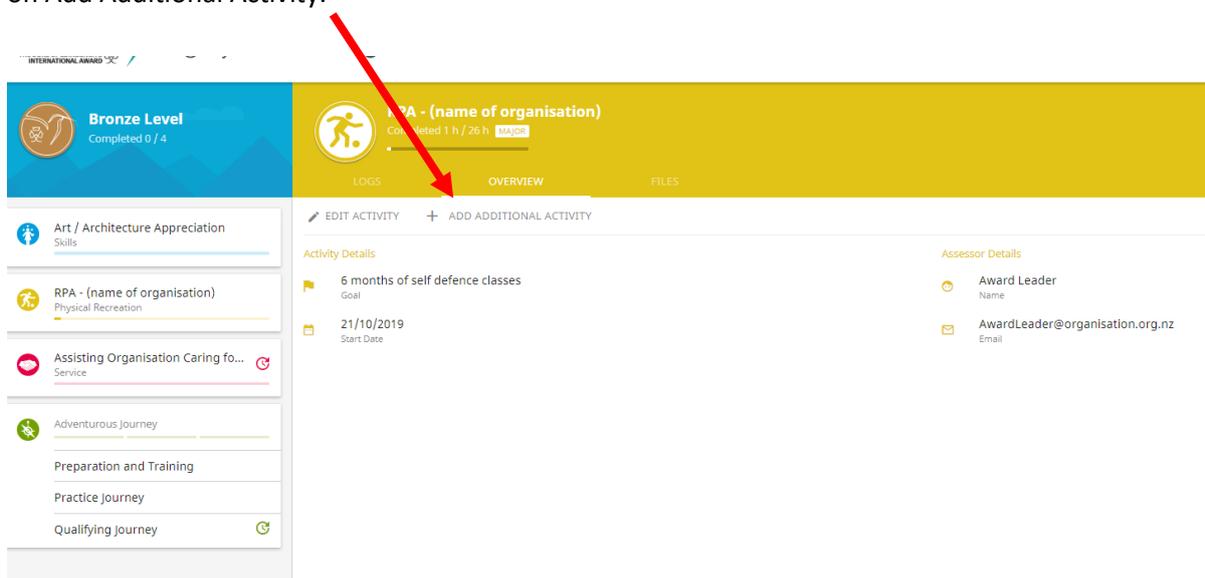
Instructions (in red box):

- Select the category that best represents the activity the participant did, select OTHERS as the sub category and add RPA along with the organisation name in the description box.
- In the goal add what activity was completed (this must meet the Award criteria and fit with the appropriate section.
- Add Award Leader details and click setup.

- This will then go to the Award Leader for approval.
- The Participant can then create a single log under the RPA activity clearly outlining what they did and how it meets the requirements. If the participant received a certificate or documentation then they should upload this as a file under this Section.



- The participant can then add the activity that they intend to do for the other hours of their Award by clicking on Add Additional Activity.



- When the Participant has met all the requirements, the Award Leader can push the Award forward to Award Leader Signoff and then signoff the completed Award.

Please contact info@dofehillary.org.nz if you have any queries.