

A Te Waka Te Pokapū Whakawā i Kā Mātauraka o Mua

# Certificate & Diploma Information Pack

CENTRE FOR ASSESSMENT  
OF PRIOR LEARNING

Discover how to transform your  
skills and experience into a  
formal qualification.



Reece  
*Ara student*

[ara.ac.nz](http://ara.ac.nz)

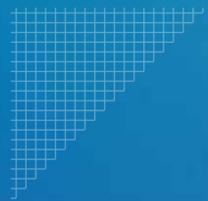


**Te Pūkenga**



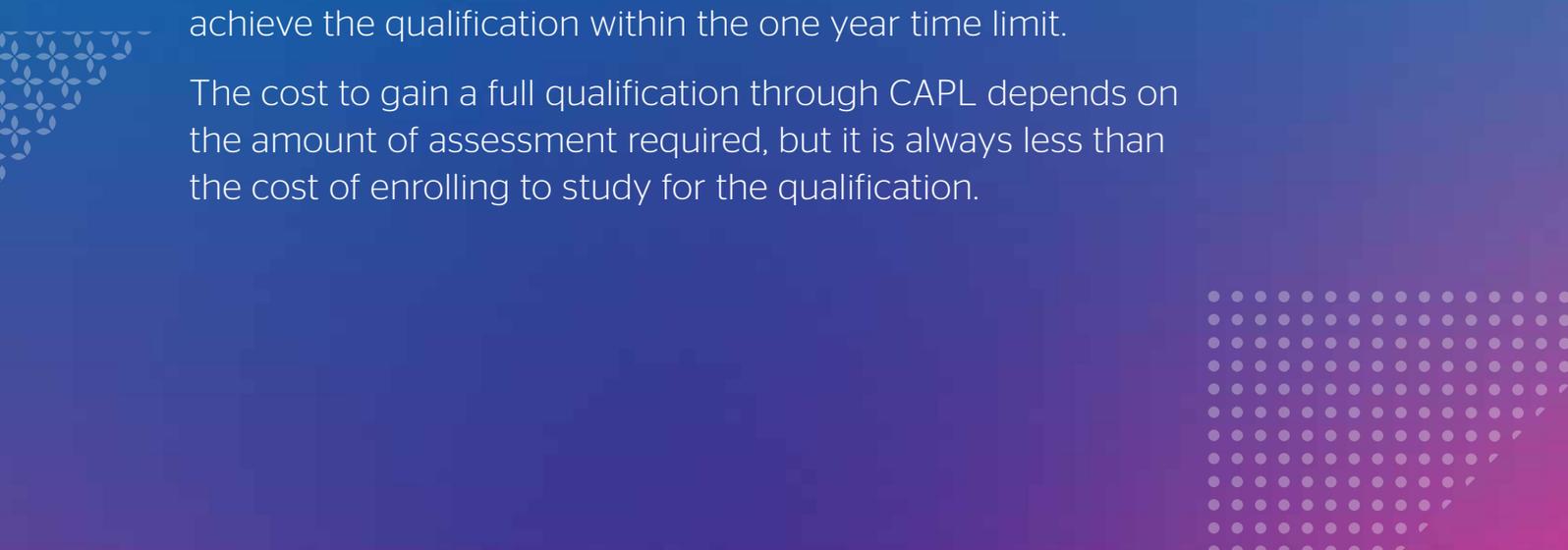
# Your experience, our qualifications

At the Centre for Assessment of Prior Learning (CAPL) at Ara Institute of Canterbury, you can have your industry experience assessed by facilitators and translated into credits towards part or all of an Ara qualification. A major advantage of the CAPL process is that you don't need to give up work, income or time to attend classes to gain knowledge and skills you already possess. It's also flexible and can be arranged around your other commitments.



As part of the CAPL process, you'll need to identify, describe and demonstrate the knowledge and skills you've gained through your work. Our assessors will also take into account any qualifications you already have and courses you've done, and they'll identify any gaps you may have in the knowledge and skills needed to complete your chosen qualification. They will then design an individualised pathway to enable you to achieve the qualification within the one year time limit.

The cost to gain a full qualification through CAPL depends on the amount of assessment required, but it is always less than the cost of enrolling to study for the qualification.



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## Application criteria

This process is available to anyone who can provide evidence that their learning and experience is at the required level for their chosen qualification. The most important factor about your learning is that it must be current and reflect accepted practice in your industry. To be current, you need to have three to five years' experience and have been working in industry within the past five years.

You may have gained your knowledge and learning from different sources including:

- formal learning
- work experience
- life experience, including voluntary work
- workplace training courses or workshops

**If English is not your first language you will need to provide evidence that you meet the same language requirements as students enrolling in your chosen qualification at Ara.**

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## How to apply

Read through this information pack to make sure you want to go ahead with an application. If you have any questions contact CAPL by email (capl@ara.ac.nz) or phone 940 8214.

To apply:

- after referring to the Ara website or subject brochure, select the qualification (and specialisation or option if applicable) that you're interested in
  - request the relevant application pack from the CAPL office, or
  - fill in the enquiry form on the CAPL page on the Ara website or, if available, download the application pack from the CAPL page (ara.ac.nz/capl)
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## CAPL support

We will:

- provide guidance on written and pictorial evidence required for your portfolio, and what the assessor will expect from you
  - provide templates against which you can summarise your evidence, as part of your portfolio
  - explain academic requirements
  - oversee the whole process
  - act as a go-between if you have issues with your assessment/s or assessor.
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## Initial interview

You'll go through an initial interview with an assessor to:

- discuss your prior learning and experience in relation to the qualification requirements (current, extensive enough, appropriate)
- answer any questions you may have regarding the process, especially around evidence required

- clarify any questions we may have regarding your application
- consider the most appropriate assessment pathway.

This interview may take place in person (preferred), by phone or by video conferencing.

If your application is accepted, we'll contact you with details of your assessment process.

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## Assessment

Your assessment may include any or all of the following:

- Portfolio - a folder of physical evidence of your experience and knowledge (this will be discussed at the initial interview, but it should include work photos, awards, your application documents, CV, job description, references and any other relevant documents).
  - Attestation - an employer, whānau or referee attests in writing to your experience and knowledge (we must be able to phone the attester to verify this evidence).
  - Practical assessment
  - Assignment/challenge test
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## Cost

Certificate qualifications	\$1,379 to \$2,462*
Diploma qualifications	\$2,457 to \$4,387*

**There are two ways to pay:**

1. Payment in one sum - you will be sent an invoice once you have begun your assessment.
2. Payment by instalment - in equal amounts paid over a period of up to nine months. This method is conditional on completion of an Ara instalment agreement provided to you by the CAPL office and a credit check conducted and approved by Ara. No results will be released until all fees are received.

**CAPL does not offer programmes of study; we offer a facilitation and assessment service and, as such, you will not be eligible for a student loan or allowance.**

*\*The actual cost will depend on the amount of time required for support and assessment. Please note that Ara fees are subject to change at any time.*

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## Graduate profile

A graduate profile describes what a learner will know and the skills and attributes they will have on successful completion of the qualification.

To gain a certificate or diploma based on the learning you've gained from work and personal experience, you will be assessed against the graduate profile at Level 4, 5 or 6. **The detailed graduate profile is provided in the application pack for that qualification.**

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## New Zealand Qualifications Framework

The New Zealand Qualifications Authority (NZQA) has developed the New Zealand Qualifications Framework (NZQF) to describe graduates of certificates and diplomas as follows.

LEVEL	KNOWLEDGE	SKILLS	APPLICATION
4 certificate	Broad operational and theoretical knowledge in a field of work or study	Select and apply solutions to familiar and sometimes unfamiliar problems Select and apply a range of standard and non-standard processes relevant to the field of work or study	Self-management of learning and performance under broad guidance Some responsibility for performance of others
5 certificate or diploma	Broad operational or technical and theoretical knowledge within a specific field of work or study	Select and apply a range of solutions to familiar and sometimes unfamiliar problems Select and apply a range of standard and non-standard processes relevant to the field of work or study	Complete self-management of learning and performance within defined contexts Some responsibility for the management of learning and performance of others
6 certificate or diploma	Specialised technical or theoretical knowledge with depth in a field of work or study	Analyse and generate solutions to familiar and unfamiliar problems Select and apply a range of standard and non-standard processes relevant to the field of work or study	Complete self-management of learning and performance within dynamic contexts Responsibility for leadership within dynamic contexts

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## Certificates and diplomas currently offered through the CAPL process at Ara

The majority of qualifications at Level 4 and above offered by Ara can be assessed through the CAPL process. All qualifications offered are recognised by the Ministry of Education (MOE) and listed on the National Qualifications Framework (NZQF) as a national qualification. Please note that CAPL does not facilitate APL in the Nursing, Midwifery or Medical Imaging areas. Requests in these areas should be directed to the relevant department via the Ara Contact Centre (phone 940 8642; info@ara.ac.nz). application pack from the CAPL office or from our website. You will then need to complete the application form and submit it to CAPL.

- New Zealand Certificate in Occupational Health and Safety (Co-ordination) Level 4
- New Zealand Certificate in Retail Level 4
- New Zealand Certificate in Baking (Generalist) Level 4
- New Zealand Certificate in Cookery Level 4
- New Zealand Certificate in Food and Beverage Service Level 4 with Restaurant Services Strand
- New Zealand Diploma in Hospitality Management Level 5 and Level 6
- New Zealand Certificate in Carpentry Level 4
- New Zealand Certificate in Fabrication Level 4
- New Zealand Certificate in Business (Administration and Technology) Level 4
- New Zealand Diploma in Business Level 6 and associated Ara Diploma in Business areas Level 5
- New Zealand Certificate in Mechanical Engineering (Trade) plus one or more strands Level 4
- New Zealand Certificate in Digital Media And Design Level 4
- New Zealand Diploma in Web Development and Design Level 5
- Diploma in Computer Aided Design (CAD) Level 6
- New Zealand Diploma in Construction (Construction Management and/or Quantity Surveying) Level 6
- New Zealand Diploma in Agribusiness Management Level 5



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CAPL staff went out of their way to help me and I had a lot of fun.

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Greg,  
*Bachelor of Applied  
Management*

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## Steps to achieve the degree qualification through CAPL

### Make an application

Submit the completed application form, a current detailed CV, evidence template or tick list if provided, and any other information that helps detail your experiences. Assistance is available if needed.

We'll check that you've sent all the evidence we require and will contact you to set up your initial interview.

### Initial interview & application evaluation

The initial interview will take place during normal working hours at an Ara campus (preferred) or by phone or video conferencing. You'll need to ensure you have at least one hour available.

At this meeting your application will be considered in detail. You'll be advised of the assessment pathway and what we need you to do to proceed. If we consider you a suitable candidate for the CAPL process, we'll contact you with an official letter of acceptance.

### Enrol into CAPL

To proceed, you need to complete and return to CAPL:

- your signed letter of acceptance
- your completed enrolment form
- any other material requested.

### Assessment

You'll be contacted by your assessor to begin the assessment process. Your assessor will discuss with you the evidence you need to provide and work out with you a schedule of assessments or milestones you need to achieve.

### Decision & notification of outcome

Verbal feedback will be given during your assessment/s. If you fail part of the assessment or assessments we'll tell you what you have to do to complete your qualification, and what this will cost.

No results will be notified until your CAPL fees are paid in full. An appeals process is available through the Ara Appeals Procedure, if required.



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## Locations & contact details

**Website** [ara.ac.nz](http://ara.ac.nz)

**Email** [info@ara.ac.nz](mailto:info@ara.ac.nz)

**Phone** 0800 24 24 76 (Mon-Thu, 8am-5pm | Fri, 9am-4.30pm)

### City campus

Madras St, Christchurch

Admission & Enrolments, Rakaia Centre, Madras Street

Mon-Thu, 8am-5pm | Fri, 9am-4.30pm

### Manawa campus

276 Antigua Street, Christchurch

Open Monday to Friday 8.30am-4.30pm

### Woolston campus

Ensors Road, Christchurch

Mon-Thu 8am-5pm | Fri, 9am-4.30pm

### Timaru campus

32 Arthur Street, Timaru

Mon-Thu 8am-5pm | Fri 8am-4.30pm

### Ashburton campus

37 Alford Forest Road, Ashburton

Mon-Fri, 8am-4.30pm

### Oamaru campus

44 Humber Street, Oamaru

Mon-Fri 8.30am-4.30pm

### Bishopdale Ara Connect

Bishopdale Mall, Harewood Road, Christchurch

### City Ara Connect

City campus, Madras Street, Christchurch

### Hornby Ara Connect

1 Brynley Street, Hornby, Christchurch

### New Brighton Ara Connect

Cnr Hawke Street and Shaw Avenue

New Brighton, Christchurch

### Rangiora Ara Connect

14 Ashley Street, Rangiora

### Timaru Ara Connect

32 Arthur Street, Timaru

### Oamaru Ara Connect

44 Humber Street, Oamaru



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## How to apply

### Applying online

If you know which course you want to study, go to that course's page on our website and look for the 'Apply Now' button. This will open a form specifically for that course. You can save as you go and return to it later. When you finish, simply click 'Submit' and we'll start processing your application.

### Applying using a hard copy application form

Printed application forms are available at all Ara campuses.

Alternatively, you can download a PDF to print at [ara.ac.nz/study-options/how-to-apply](http://ara.ac.nz/study-options/how-to-apply). Once you've completed your application form, drop it in to your nearest Ara campus, or mail it to:

Ara Enrolment Centre

PO Box 540

Christchurch Mail Centre

Christchurch 8140

New Zealand

If you have any questions about the application process, call us on **0800 24 24 76**

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## Open days

To explore study options, meet tutors and check out our campus facilities, come along to one of our open days, held in January and July each year. See the website for dates, times and locations.

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## Campus tours

A guided campus tour is a great way to see Ara in action and get a feel for what it's like to study with us. To request a tour, go to [ara.ac.nz/book-a-tour](http://ara.ac.nz/book-a-tour).

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## Want to find out more?

For details of all courses, including full entry criteria and how to apply, visit [ara.ac.nz/search](http://ara.ac.nz/search)

Get in touch if you have any questions: **0800 24 24 76** | [info@ara.ac.nz](mailto:info@ara.ac.nz)