



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.

ara.ac.nz



Your experience, our qualifications

At our Centre for Assessment of Prior Learning (CAPL), you can have your industry experience assessed by facilitators then translated into credits towards part or all of an Ara | Te Pūkenga 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's always less than the cost of enrolling to study for the qualification.

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 | Te Pūkenga.

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 | Te Pūkenga 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 | Te Pūkenga website or, if available, download the application pack from the CAPL page (ara.ac.nz/capl)

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.

Initial hui/meeting

You'll go through an initial meeting 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 meeting may take place in person (preferred), by phone or by video conferencing.

We'll contact you following this meeting to discuss your individual study plan.

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 hui/meeting, 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

Cost

The cost will depend on the amount of time required for support and assessment.

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 | Te Pūkenga instalment agreement provided to you by the CAPL office and a credit check conducted and approved by Ara | Te Pūkenga. 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.

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.**

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



Certificates and diplomas currently offered through the CAPL process at Ara | Te Pūkenga

The majority of qualifications we offer at Level 4 and above 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 | Te Pūkenga Contact Centre (phone 940 8642; info@ara.ac.nz). You will then need to complete the application form and submit it to CAPL.

Business

- New Zealand Certificate in Business (Administration and Technology) Level 4
- New Zealand Certificate in Retail Level 4
- New Zealand Diploma in Primary Industry Business Management Level 5
- New Zealand Diploma in Business Level 6 and associated Ara Diploma in Business areas Level 5

Creative

- New Zealand Certificate in Digital Media and Design Level 4

Digital Technologies

- New Zealand Certificate in Information Technology Essentials Level 4
- New Zealand Diploma in Web Development and Design Level 5

Engineering and Architecture

- New Zealand Diploma in Interior Design (Residential) Level 5
- New Zealand Diploma in Architectural Technology Level 6
- 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 Engineering (Civil, Electrical, Electronics and Mechanical) Level 6

Health and Safety

- New Zealand Certificate in Occupational Health and Safety (Co-ordination) Level 4

Hospitality and Service Industries

- 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 Certificate in Hairdressing (Emerging Stylist) Level 4
- New Zealand Certificate in Commercial Barbering Level 4
- New Zealand Diploma in Hospitality Management Level 5 and Level 6

Science

- New Zealand Certificate in Exercise Level 4

Trades

- New Zealand Certificate in Carpentry Level 4
- New Zealand Certificate in Construction Related Trades (Supervisor) Level 4
- New Zealand Certificate in Drainlaying Level 4
- New Zealand Certificate in Electrical Engineering (Theory and Practical) Level 4
- New Zealand Certificate in Engineering Fabrication Level 4
- New Zealand Certificate in Gasfitting Level 4
- New Zealand Certificate in Joinery Level 4
- New Zealand Certificate in Light Automotive Engineering Level 4
- New Zealand Certificate in Mechanical Engineering (Trade) Level 4
- New Zealand Certificate in Plumbing Level 4
- New Zealand Certificate in Electric Vehicle Auto Engineering Level 5

Steps to achieve the certificate or diploma qualification through CAPL

Connect

Connect with the CAPL office by emailing CAPL@ara.ac.nz. And we'll send you the relevant application pack.

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 hui/meeting.

Initial hui/meeting & application evaluation

The initial hui/meeting 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. Following the meeting, we'll contact you to discuss your individual journey.

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 Appeals Procedure, if required.



Apply now for 2024

ara.ac.nz

0800 24 24 76

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

