

CAPL Application Pack

External - Non Ara Staff - Applications

New Zealand Certificate in Adult and Tertiary Teaching (NZCATT)

(NZ2993), Level 5, 60 credits

Your Experience: Our Qualifications

About this qualification

This qualification recognises the skills required to be an adult and tertiary teacher or trainer, including vocational education and training. Graduates will possess core teaching and learning facilitation skills appropriate to New Zealand adult and tertiary learning environments. It is intended for individuals who already have a qualification or equivalent experience in their primary discipline e.g. a trade. It represents the base level qualification for a professional adult and tertiary teaching practitioner.

English Language Requirements

If English is not the applicant's first language, applicants will need to provide a result from a test or qualification on the acceptable alternatives English Proficiency Outcomes Chart. Applicants who do not have evidence of English language skills and are a New Zealand citizen or permanent resident, may contact Ara for an assessment.

- **IELTS 5.5 Academic (no lower than 5.0 in any subtest).**

Note: IELTS scores used must be taken from a single IELTS Test Report Form and are valid for two years from the date of the test. If you have achieved NCEA Level 3 University Entrance requirements you are not required to provide evidence of English language skills.

Graduate profile

As a graduate of this qualification you will be able to:

- design for learning to meet specified learning outcomes in a variety of contexts
- create and sustain a learner-centred teaching environment that respects learners' mana and diverse backgrounds, and the wider educational and societal context
- select and apply facilitation and teaching strategies appropriate to diverse learners
- enhance learning through the application of assessment and moderation practices
- critically evaluate and reflect on your own professional practice and explore options to improve it

The CAPL process

To gain a certificate or diploma based on the learning you have gained from work experience, we assess you against the graduate profile which describes a learner in terms of the knowledge, skills and attributes of someone who has completed formal study for the qualification.

If your application is accepted, you will be sent a service agreement by Ara. The assessment process will then be established with you.

Fee

If you are accepted to be assessed for the full New Zealand Certificate in Adult Tertiary Teaching Level 5 **the 2020 fee is \$2392.92**. A discount may apply if you're awarded cross credits or a credit transfer.

For New Zealand citizens and residents, we offer an instalment payment option (over six months). If you're an international applicant and you're accepted, you must pay the full amount within 30 days of receiving your invoice.

Graduate Profile Outcomes
Design for learning
<p>Design for learning to meet specified learning outcomes in a variety of contexts</p> <p><i>Design for learning</i> includes planning and reviewing a sequence of learning sessions that prepares learners to meet assessment outcomes and functional literacy and numeracy demands of a course.</p> <p><i>Planning</i> must include creating session plans and resources to meet learner needs.</p> <p><i>Contexts</i> may be different physical settings, approaches to facilitation, or learner profile.</p>
Learner-centred teaching environment
<p>Create and sustain a learner-centred teaching environment that respects learners' mana* and diverse backgrounds, and the wider educational and societal context</p> <p><i>Learner-centred</i> includes a values-based framework based on respect for:</p> <ul style="list-style-type: none"> • the mana and diverse cultural backgrounds of learners • Te Tiriti o Waitangi • professional relationships with learners <p>*<i>Mana</i> refers to the unique characteristics of adult learners as individuals and what they bring to their learning, including literacy and numeracy skills.</p>
Facilitation and teaching strategies
<p>Select and apply facilitation and teaching strategies appropriate to diverse learners</p> <p><i>Facilitation and teaching strategies</i> include:</p> <ul style="list-style-type: none"> • information communication technology to support learning, where appropriate • a range of facilitation models
Assessment and moderation
<p>Enhance learning through the application of assessment and moderation practices.</p> <p><i>Assessment</i> involves designing an assessment aligned to the learning outcomes of the learning sessions.</p> <p><i>Moderation</i> involves moderating a third party assessment and having an assessment of the candidate's own design moderated. Pre and post moderation should be evidenced.</p> <p>Assessment of prior learning focuses on experiential equivalence of learning for candidates.</p>
Critically evaluate and reflect on practice
<p>Critically evaluate and reflect on own professional practice and explore options to improve it.</p> <p>Critically evaluate and reflect involves review and improvement of own practice in the light of evaluation of data and feedback on the candidate's teaching with reference to theoretical models, learner factors and educational purpose.</p> <p>Practice includes the teaching and learning process, professional awareness and responsibility, and collegiality.</p>

Application checklist

Please email your application to **capl@ara.ac.nz**
or post it to:

CAPL
Academic Services Division
Ara
PO Box 540
Christchurch 8140

How do I apply?

To make a CAPL application, please supply:

Your Checklist

- | | | |
|---|--|--------------------------|
| 1 | Your completed application form | <input type="checkbox"/> |
| 2 | <p>Your current and detailed Curriculum Vitae (CV) which should contain:</p> <ul style="list-style-type: none">• relevant work history including your positions, tasks and responsibilities• knowledge and skills required for you to carry out your job• formal qualifications eg school, polytechnic, university, trade certificates• informal qualifications eg 'in-house' workplace training workshops• relevant life experience eg in-house workplace teams, managing stress etc <p>Your CV may be quite different from this. Please use whatever format is understood by your industry but in-depth enough to show your level of skills across your specialisation, with emphasis on the critical thinking/research required.</p> | <input type="checkbox"/> |
| 3 | Your summary of evidence template or tick list if you have included any evidence. | <input type="checkbox"/> |
| 4 | <p>Evidence of your work (if relevant to your qualification and a few only as you are not being assessed at this stage). These can include session plans, courses you have designed, observations etc. If sending files electronically they must be in an easily readable format (pdf, jpg, rep3, etc, and if large, need to be sent by Drop Box, OneDrive, Google Drive or equivalent, or by CD or DVD).</p> | <input type="checkbox"/> |

Application form

Applicant details (to be completed by applicant)			
Last name		First name	
Preferred first name		Date of birth	
Mobile*		Other phone*	
Email*		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Postal address*			
<i>*Please highlight preferred method of contact</i>			
Which qualification are you applying for?			
If relevant, which strand, major or specialisation are you applying for?			
Personal statement which summarises your experience and learning, and which supports this application:			

Applicant evaluation (to be completed by Ara staff)			
Recommendation (include facilitation course if relevant)			
Approved by		Date	
			<i>Programme Leader</i>
Approved by		Date	
			<i>CAPL staff</i>