

A Te Waka Te Pokapū Whakawā i Kā Mātauraka o Mua

Degree Information Pack

CENTRE FOR ASSESSMENT OF PRIOR LEARNING

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



Institute of Canterbury
Ara rau, taumata rau



Mandy
CAPL student

ara.ac.nz



Your experience, our qualifications

The Centre for Assessment of Prior Learning (CAPL) is a facilitation and assessment service offered by Ara Institute of Canterbury. We use Ara staff and resources to evaluate your industry experience against the academic requirements of your chosen Ara degree qualification so you can gain credits towards part or all of a qualification.

A CAPL facilitator will support you to identify, articulate, reflect upon and demonstrate the knowledge, skills and learning you have gained through your work. We can also take into account any courses or qualifications you have been awarded and create an individualised pathway enabling you to complete your chosen degree qualification.

The advantage of CAPL is that you don't need to give up work, income or time to attend classes about a subject that you already know. Facilitation towards your assessment can be in your own time and at your own pace, and will usually be completed within one year.

The cost for assessment of prior learning to gain a full degree qualification is equivalent to one full time year of study.

Application criteria

This process is available to anyone who can provide evidence that their learning and experience is at the required level for a degree. The most important factor about your learning is that it must be current and of accepted practice in your industry.

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

- formal learning
- life experience
- work experience
- voluntary work.

If English is not your first language you will be required to provide evidence of your English language skills. As a guide this typically requires achieving an IELTS score of 6.0 Academic, with no lower than 6.0 in any sub test.

How to apply

Read through this degree information pack to make sure you want to go ahead with an application.

Download, or request a copy of the specific degree and specialisation application pack (see page 5).

Submit the completed application form, along with a current, detailed CV and any other information that helps detail your experiences. The application form and application checklist are provided in the specific degree application pack for the qualification you are seeking credit recognition for. Assistance is available from the CAPL office if needed.

Cost

Full degree qualification	\$6,867*
Graduate diploma or transition from relevant Level 6 / Level 7 diploma	\$4,876*
Partial degree qualification	\$3,846*

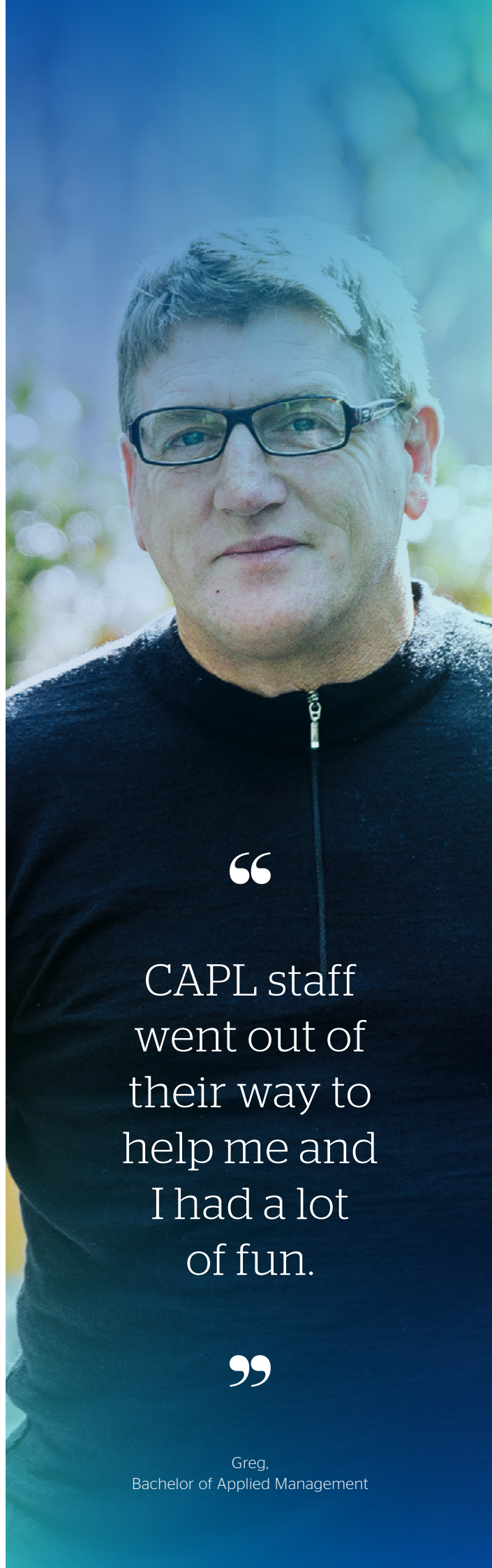
There are two ways to pay:

1. Payment in one sum on the acceptance in to the programme and the CAPL terms and conditions.
2. Payment by instalment in equal amounts over a maximum period up to nine months. A deposit is required on acceptance of the quote or prior to the workshop. This method is conditional on completion of an instalment agreement (provided to you by the CAPL office) and a credit check conducted and approved by Ara.

Student loans and allowances

There are strict guidelines imposed by StudyLink, loans and allowances through Studylink may be available for the study portion of the programme. Please contact us for more details or assistance.

**Please note that CAPL costs and programme fees are subject to change at any time.*



“

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

”

Greg,
Bachelor of Applied Management

Graduate profile

To gain a degree or graduate diploma, based on the learning you have gained from work and personal experience, you will be assessed against the graduate profile, Level 7. For a partial degree you will be assessed against the Level 5 or Level 6 profile. These are provided in the specific degree application packs.

These profiles describe a learner in terms of the knowledge, skills and attributes they will have on successful completion of Year 1, 2 or 3 of a degree programme. The New Zealand Qualifications Authority (NZQA) has developed a New Zealand Qualifications Framework (NZQF) and describes a graduate of a bachelor degree as able to:

- demonstrate intellectual independence, critical thinking and analytic rigour
- engage in self-directed learning
- demonstrate knowledge and skills related to the ideas, principles, concepts, chief research methods and problem-solving techniques of a recognised major subject
- demonstrate the skills needed to acquire, understand and assess information from a range of sources
- demonstrate communication and collaborative skills.

New Zealand Qualifications Framework

A bachelor degree is positioned at Level 7 within the NZQF. Year 1 courses of the qualification broadly address knowledge, skills and application at Level 5. Year Two includes courses which build on your Year 1 attainment to achieve knowledge, skills and application at Level 6. Courses in the final year enable you to demonstrate knowledge, skills and application at Level 7.



LEVEL	KNOWLEDGE	SKILLS	APPLICATION
5 (Year 1)	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 process 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 (Year 2)	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
7 (Year 3)	Specialised technical or theoretical knowledge with depth in one or more fields of work or study	Analyse, generate solutions to unfamiliar and sometimes complex problems Select, adapt and apply a range of processes relevant to the field of work or study	Select and apply a range of standard and non-standard process relevant to the field of work or study

Degrees currently offered through the CAPL process at Ara

All degrees offered are recognised by the Ministry of Education (MOE) and listed on the National Qualifications Framework (NZQF) as a national qualification.

Select the degree and a relevant specialisation (where there is one) from the following and request the relevant application pack from the CAPL office or from our website. You will then need to complete the application form and submit it to CAPL.

Applied Management (BAppMgt), with specialisation award in:

- Accounting
- Business Information Systems
- Business Transformation & Change
- Event Management
- Hospitality Management
- Human Resource Management
- Innovation & Entrepreneurship
- Operations & Production Management
- Personal Financial Planning
- Project Management
- Retail Management
- Sales & Marketing
- Strategic Management
- Supply Chain Logistics

Applied Science (BAppSci), with specialisation award in:

- Human Nutrition
- Laboratory Technology
- Physical Activity & Health Promotion
- Sport & Exercise Science

Architectural Studies (BAS), with specialisation award in:

- Architectural Technology

Broadcasting Communications (BBc), with specialisation award in:

- Broadcast Journalism
- Screen & Television Production
- Radio Broadcasting

Construction Management, with specialisations in:

- Construction Mgt
- Quantity Surveying

Design (BDes), with specialisation award in:

- Applied Visual Art
- Fashion Technology and Design
- Motion Design
- Photography
- Visual Communication Design

Graduate Diplomas

- All Applied Management specialisations as above
- Tertiary Teaching & Learning
- Information and Communications Technology
- Construction Management
- Professional Supervision (Post Grad Diploma)

Information & Communications Technology (BICT), with elective streams in:

- Information Systems and Strategies
- Interactive Multimedia
- Networking (Systems Administration)
- Programming
- Software Development

Language (BLang), with specialisation award in:

- Japanese
- Māori Language & Indigenous Studies - Te Ohoka

Musical Arts (BMusArts), with pathways in:

- Jazz Arranging
- Music Industry
- Performance



1. Profiling meeting

The purpose of this meeting is to:

- discuss your prior learning and experience
- discuss the level to which your prior learning meets the qualification requirements
- answer any questions you may have regarding the process
- ensure that your application is complete
- consider areas of knowledge that may need attention
- consider the most appropriate facilitation and assessment pathway.

Following this profiling meeting our provisional decision will be evaluated by the departmental Academic Manager to confirm the most appropriate facilitation and assessment pathway.

Any relevant credit recognition from qualifications or courses already achieved will also be taken into account.

2. Facilitation

Your CAPL facilitator will help you explore your experience and recognise the skills, knowledge and understanding you have gained from it. You will then prepare documentation of two or three case studies that demonstrate your model of professional practice, and a presentation that shows your learning in relation to your chosen qualification.

The facilitation process involves three main steps:

1. Identification of experience

We will look at your current CV and job descriptions, projects you have managed, changes you have initiated, decisions you have made and other interests you may have.

2. Analysis of experience

Through facilitation you will step back from your experience stories and identify the knowledge, skills and learning that you have gained, and the frameworks (Model of Professional Practice) you have developed as a result of your experiences. You will identify two or three case studies that best exemplify your learning. This is a very important step and we will use a number of tools to focus your understanding, such as mind maps, reflective journals, stimulus sheets, new learning and readings.

3. Assessment preparation

Your facilitator will assist you in identifying and gathering this material to illustrate the appropriate level of learning. You will produce a presentation and a written report accompanied by a portfolio of evidence. This will show the assessment panel the range and depth of your professional skills and how you match the graduate profile. It will also highlight your understanding of the various areas of your expertise and how learning and experience has shaped you and your developed methods for decision making, planning and evaluating.

Examples of partial degree assessments include:

- assessed for advanced standing allowing enrolment into courses required for completion of the degree
- assessed for a small number of courses at any level of the degree which will enable you to meet the full degree requirements. (You will already have formally been assessed as meeting most of the degree requirements.)

3. Assessment Presentation

Your assessment will be carried out by a panel against the graduate profile at either Level 6 or Level 7 on the NZQA framework (please refer to your specific application pack). Your presentation needs to integrate your theoretical understanding, application and evaluation in practical settings. As such you will need to show how your own research and models inform your practice, as well as provide an insight into your own learning, including the identification of your strengths and weaknesses.

You will present case studies that show the relevant learning gained from your experience, and which match the graduate or advanced standing profile within the context of your specialisation.

The assessment presentation should cover:

- your idea development
- application of your learning linked to research done, and primary and secondary research processes/methods followed
- work showing your critical reflection combined with intelligent reasoning and perceptive creativity
- work that reflects your own unique cultural perspective.

Evidence you will need to provide to the assessment panel includes a copy of the following written documents to support your presentation.

- current and comprehensive achievement and learning CV, detailing relevant work history and your skill and knowledge growth from the past to the present
- copies of any visual aids and other supporting evidence
- a formal written report which details case studies presented and includes:
 - practical skills/techniques you used
 - research you carried out
 - your process for refining and testing ideas
 - learning you have identified as being gained through the process
 - a reference list.

If you have any questions you can contact CAPL on capl@ara.ac.nz or call 03 940 8214.

Facilitation hours full degree	25 hours over a year
Graduate diploma	15 hours over 9 months

Steps to achieve the degree qualification

Make an application

Submit the completed application form with application fee, a current detailed CV and any other information that helps detail your experiences. Assistance is available if needed.

Profiling meeting

The CAPL office will arrange an appointment to further discuss your work and experience. This can take place at the CAPL office at Ara City campus, Madras Street, web base or via video conference; you will need to ensure you have at least one hour available.

Application is evaluated

Your application will be considered to ensure your prior learning experience:

- is appropriate for the chosen qualification
- is sufficient to be assessed against a qualification profile.
- is current

Enrol into CAPL

We will advise you of the approved facilitation and assessment pathway and what we need you to do to proceed. You will also receive a letter of acceptance and CAPL enrolment form.

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

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

Facilitation & assessment preparation

You will attend a series of tutorials and work with a facilitator to analyse your experience in order to recognise your skills, knowledge and learning, and to explore the understandings that have informed and underpinned your work. You will develop a presentation that highlights the key aspects of your learning. Facilitation hours will be up to a maximum of:

- 25 hours for a full degree candidate
- 15 hours for a graduate diploma.
- 12 hours for a partial degree candidate

Assessment presentation

You will present to a panel of senior staff from the relevant department within Ara, senior academic leader(s) and, if presenting for the full degree, an industry representative. You will provide copies of essential documents to the panel and your presentation will outline the learning you have detailed through the facilitation process.

Decision & notification of outcome

At the end of your assessment the panel will consult, make their decisions and give you their oral assessment and an indication of any further learning required to gain the qualification. This will be followed by a written notification of your results. An appeals process is available through the Ara Appeals Procedure if required.

Locations & contact details

Website ara.ac.nz

Email 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

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. 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**

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.

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.



Want to find out more?

For details of all courses, including full entry criteria and how to apply, visit **ara.ac.nz/search**

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