



GET YOUR EXPERIENCE RECOGNISED AT UCOL

ASSESSMENT OF PRIOR LEARNING

[UCOL.AC.NZ/APL](https://www.ucol.ac.nz/APL)

Are you skilled and knowledgeable, but need qualifications? Talk to a specialist at UCOL about our Assessment of Prior Learning service.

Assessment of Prior Learning (APL) evaluates whether certain skills and knowledge you have attained can be formally recognised and credited towards a relevant certificate, diploma or degree.

APL is available to anyone who can provide evidence that their relevant skills, knowledge and experience are at the required level to be credited towards a qualification. Our APL team are here to support and guide you through the process of self assessment to gather this evidence and ensure APL is the right pathway for you.

APL is an individualised experience, not a 'one size fits all' approach. We want to hear about your learning journey and provide a tailored pathway to help you gain recognition for the skills and experience you have achieved along the way.



WHAT ARE THE BENEFITS OF APL AT UCOL?

- **Enrich your career opportunities.**
Gain the confidence to aim high in your career.
- **Gain recognition** for the work you have already done.
- **You do not need to give up work, income or time** to attend classes and study subjects that you already know.
- **Save time** by completing a qualification in a shorter time.
- **Save money** by not having to purchase textbooks and other learning material.

WHAT TYPE OF QUALIFICATIONS DOES APL COVER?

UCOL are able to assess APL applications towards many of the programme areas we have on offer at UCOL.

Our most popular applications so far cover qualifications in these areas:

- Business
- ICT
- Hospitality
- Trades
- Hair & Beauty



OUR PROCESS



ENQUIRE

The first step is as easy as picking up the phone. Give us a call and have a chat with a member of our APL team. From here we can arrange a time that suits for you to come in for a profile meeting to discuss your experience further.



PROFILE MEETING

The profile meeting is an important part of the process. This meeting may be undertaken on a one-to-one basis in person or remotely with our APL specialist. The outcome of this meeting is for you to walk away with all the information you need to be able to make an informed decision before making the financial commitment required to proceed with the APL process.



ACCEPT QUOTE AND ENROL IN UCOL APL

After gathering all the required information from the profile meeting you will be supplied a quote for the cost involved. Once this is accepted you can enrol in UCOL APL.



FACILITATION AND ASSESSMENT PREPARATION

This step involves working with our APL specialist to gather a formal collection of documentary evidence that you have obtained during your learning, career experiences, unpaid work, relevant personal interests and professional development. The output of this part of the process is a presentation that highlights the key aspects of your learning.



ASSESSMENT

Your portfolio of evidence is presented to be assessed by a panel of UCOL industry specialists. In some instances this may involve a practical observation.



DECISION AND NOTIFICATION OF OUTCOME

A decision will be made and you will be notified of the outcome.

WHAT TYPE OF EVIDENCE WILL I NEED TO PROVIDE?

The evidence required should show what skills and knowledge you have obtained during your learning, career experiences, unpaid work, relevant personal interests, and professional development.

Some examples are:

- Resumes, logbooks portfolios or e-portfolios: listing work history, key responsibilities, current skills, and other relevant experience.
- Industry or merit awards.
- Position descriptions (job specifications).
- Employment contracts which detail your job specifications.
- Performance development (appraisal) plans.
- Project or work activity reports.
- Photographs or audio-visual recordings of activities conducted.
- Media articles: about you in the workplace.

HOW WILL I BE ASSESSED?

Assessment is made by a panel of UCOL's industry specialists. They will assess the evidence that has been provided. In some cases this will involve a practical observation of skills eg. for laboratory, kitchen or workshop skills.



TO FIND OUT MORE ABOUT HOW UCOL'S ASSESSMENT OF PRIOR LEARNING CAN WORK FOR YOU, GET IN TOUCH.



0800 GO UCOL



apl@uocol.ac.nz

UCOL.AC.NZ/APL

**OR DROP IN
AND SEE US**



Palmerston North Campus

Corner of King and Princess Streets, Palmerston North



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