



## **New Zealand Qualifications Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is a process by which a learner can receive credits towards a national qualification based on evidence of prior learning, previous credits achieved (Credit Recognition and Transfer) and recognising current workplace knowledge and skills (Recognition of Current Competence). C4 Group endorses Recognition of Prior Learning (RPL) as an important part of a learner's journey with us. RPL provides pathways for learners to achieve nationally recognised qualifications based on what study they may have already completed, and/or what skills and knowledge they may have gained through work experience.



By documenting and assessing this prior knowledge and skills, C4 may be able to align these to competencies in the New Zealand Qualifications Framework. In cases where an applicant can supply evidence that aligns completely with the requirements of the national qualification applied for, C4 Group are able to issue the relevant qualification without the learner requiring further learning or assessment. In other cases, we can award nominal credits

towards the qualification or Unit Standards within the qualification and provide a learning and assessment package that will enable you to meet the remaining requirements. C4 Group is able to award the following New Zealand qualifications based on submission of evidence from recent formal learning and workplace experience:

- New Zealand Certificate in Security (Foundation) Level 3
- New Zealand Certificate in Security (Advanced) Level 4

The Australian National Centre for Vocational Education and Research released a report in 2020 showing that learners who were able to have their existing skills and knowledge recognised formally were able to see themselves more positively and in some cases it even provided motivation for further study.

### **Trans-Tasman Mutual Recognition Agreement**

The Trans-Tasman Mutual Recognition Agreement allows for learners who have completed national qualifications (or Units) through government Registered Training Organisations in Australia, to have these recognised in New Zealand. Where an Australian qualification does not fully map across to the New Zealand qualification, we are able to provide an individual learning and assessment programme to support the learner to achieve the qualification. Examples of where gaps may be might be New Zealand Law, Health and Safety Regulations etc.



### **Applying for RPL.**

To apply for the RPL process, please contact our office - [admin@c4group.co.nz](mailto:admin@c4group.co.nz) – and ask to speak to one of our RPL assessors. They will be able to give you an indication of what evidence might be required and whether or not your evidence might be suitable for the process. We will not enrol any learner into the RPL scheme if the RPL assessor does not believe that you will have sufficient evidence to enter into the RPL process.

## Things we will need.

You will need to provide a portfolio of evidence for us to assess which includes:

- Your passport – we can only enrol New Zealand citizens and New Zealand residents
- A transcript (record) of any qualifications or Unit Standards you may already have completed
- If you are submitting evidence of a qualification, we will need to confirm this with the provider you studied at
- For qualifications, we will also need a copy of all the Unit Standards or Units that were completed towards the existing qualification. This assists us to review learning outcomes and practical skills that may have been achieved during your period of study
- A copy of your CV - it must show recent work experience in the sector for which your qualification is applicable
- A letter (or email) from your employer verifying your employment (and CV details)
- A professional conversation or interview

Please note: C4 does not guarantee that any learner will be able to have a qualification awarded at the end of this process. However, we will support you to achieve the qualification requirements if there is not enough evidence to award a qualification.

## How long does the RPL process take?

It generally takes us around 3-4 weeks to work through all your evidence as well as conduct the interview and develop a bridging programme if required.



**Cost: \$500 (incl GST)**

This covers the following:

- Cost of assessing evidence portfolio
- Cost of developing any bridging programme that may be required
- All administration costs
- Cost of materials – resources and assessments – for the bridging programme

It does not cover:

- First Aid (if required) (Level 3)
- Fire Safety (if required) (Level 3)
- Defensive Tactics (if required) (Level 4)
- CIMS 4 (if required) (Level 4)

These must be paid separately from the \$500 (incl GST). Current fee information for these courses is available on our website or through the C4 Group office. However, the total cost will not exceed the full cost for a qualification i.e. \$900 (incl GST) for Level 3 and \$1000 (incl GST) for Level 4

For any further information please contact us on [admin@c4group.co.nz](mailto:admin@c4group.co.nz) or call us on 09 6367339

