

# Information on Recognition of Prior Learning (RPL)

## Introduction

Recognition of Prior Learning (RPL) acknowledges the skills and knowledge gained from work and experience, or from courses or study undertaken but for which formal qualifications were not awarded. It may take many forms; attending skills or management courses, creating material for broadcast, winning awards for excellence, and/or experiences in the media industry.

**Candidates for RPL go through an assessment process by providing evidence to the New Zealand Broadcasting School of their experience, supported by attestation from relevant industry personnel. It may also require an interview, testing (written, practical or oral) and demonstration of competence to verify claims and standards of proficiency. Candidates may be asked to demonstrate evidence of competence to embark on a tertiary programme requiring generic literacy and writing skills.**

The guiding principle is that a candidate must have achieved a level of competency in his or her field to a minimum standard, assessed according to current industry practices.

If the skills and knowledge of the candidate are equivalent to that expected from on-campus students successfully completing the full time course/s for which recognition is sought, and this can be clearly proven, then the application is likely to succeed.

## RPL vs Cross Crediting (CC)

Recognition of Prior Learning (RPL) differs from cross crediting. RPL applies to informal learning which has not been assessed. Cross crediting is based on verified results from another recognised educational provider, where the overlap in course outcomes is VERY close to the Ara equivalent.

## Fees

The charge for assessing an NZBS RPL application is \$1,050 (including GST). If a challenge test is required, an extra fee may be requested. No formal assessment of RPL will be undertaken by the school without the full payment of the RPL fee in advance (refer to the Payment Form for payment options).

## Attestation

Evidence supplied must be confirmed by at least two relevant industry personnel nominated by the candidate. These must be senior, knowledgeable, trustworthy and authoritative persons who have been in a position to assess the candidate's relevant and current skills, knowledge and experience for a reasonable period of time. Each should complete one of the appropriate forms included within this document and return it directly to the New Zealand Broadcasting School with contact details.

## The specialisations of the Bachelor of Broadcasting Communications degree

Applicants for RPL will be assessed in **one** of these three 'craft' areas.

### 1 **Radio Broadcasting**

Candidates for radio should be able to demonstrate generic work skills appropriate to participating as a member of a team of professional radio broadcasters, in a number of the following areas:

- speech and voice production
- programming
- sales and/or promotions
- creative writing for radio
- technical production
- commercial programme production
- non-commercial programming and production
- marketing and audience research
- digital and social media content creation or management

In addition, candidates must be able to provide evidence of an appropriate level of experience of the professional practice of radio broadcasting.

### 2 **Broadcast Journalism**

Candidates for broadcast journalism should be able to demonstrate generic work skills appropriate to participating as a member of a team of professional broadcasters in either radio or television.

They should be able to provide evidence of an appropriate level of understanding of the professional practice of broadcast journalism embracing the following generic work skills:

- news gathering and recognition
- news writing skills
- voice performance
- media law/ethnics
- news compilation and presentation
- specialist reporting
- digital and social media content creation or management

### 3 **Screen & Television Production**

Candidates for television should be able to demonstrate generic work skills appropriate to participating as a member of a professional production team in a number of the following areas:

- camera
- lighting design
- sound
- editing and post production
- vision mixing
- production management
- writing for pictures
- directing
- programme research
- digital and social media content creation or management

In addition, candidates must be able to provide evidence of an appropriate level of experience of the professional practice of television broadcasting and video production.

## Curriculum Vitae

All applicants for RPL must provide a detailed profile of their experience in the media and related activities, together with a list of current competencies. Information should be provided in the standard format of a curriculum vitae, and prefaced with a covering letter. The curriculum vitae should include details of the candidate's secondary and tertiary education and achievements. The covering letter must indicate clearly which craft area the applicant is seeking RPL for and outline the highlights of the candidate's relevant work experience and education to date. It is required that at least two completed attestation forms are included with the application.

## When you are awarded RPL . . .

We will notify you in writing and your results will be entered into your academic record.

## If you are NOT awarded RPL . . .

Applicants who do not pass may appeal the decision according to Ara's Policies and Procedures which will be made available to the applicant on request.

## Contact

Please send all application documentation with payment to:

RPL Coordinator  
New Zealand Broadcasting School  
Ara Institute of Canterbury Ltd  
PO Box 540  
Christchurch  
New Zealand



# Application for Recognition of Prior Learning (RPL)

Applicant name

Address

Contact phone number

**I am applying for RPL in the following craft specialisation** *(tick one)*

Radio Broadcasting

Broadcast Journalism

Screen & Television Production

The following has been included:

A covering letter

A completed CV with details of employment and experienced to date

Two attestations from senior industry representatives/employers to verify experience, knowledge and skills:

Name of person attesting *(include current position in industry and contact details)*

Name of person attesting *(include current position in industry and contact details)*

Fee payment (\$1,050)

Any extra information

Signature of applicant

Date

**Office use:**

Student ID number:

Chairperson of RPL Committee:

Application has been **accepted / declined** for the following courses

Fees paid:

Results to CAR:

Letter to applicant:

BCRA500

BCJO500

BCTV500

BCIT700

BCRA600

BCJO600

BCTV600

BCEX600



## Recognition of Prior Learning Attestation Form - Radio Broadcasting

I, \_\_\_\_\_ *(person attesting)*

confirm that \_\_\_\_\_ *(applicant for RPL)*

has demonstrated generic work skills by participating as a member of a team of professional news broadcasters in:

- speech and voice production
- programming
- sales and/or promotions
- creative writing for radio
- technical production
- commercial programme production
- non-commercial programming and production
- marketing and audience research
- digital and social media content creation or management

and has experience of the professional practice of broadcast radio.

Please comment on the level of experience of the applicant. Any other comments are also welcome.

Signed *(person attesting)*

Current position in industry

You may wish to add a supporting letter or documentation.



## Recognition of Prior Learning Attestation Form - Radio Broadcasting

I, \_\_\_\_\_ *(person attesting)*

confirm that \_\_\_\_\_ *(applicant for RPL)*

has demonstrated generic work skills by participating as a member of a team of professional news broadcasters in:

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- programming
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and has experience of the professional practice of broadcast radio.

Please comment on the level of experience of the applicant. Any other comments are also welcome.

Signed *(person attesting)*

Current position in industry

You may wish to add a supporting letter or documentation.



## Recognition of Prior Learning Attestation Form - Broadcast Journalism

I, \_\_\_\_\_ *(person attesting)*

confirm that \_\_\_\_\_ *(applicant for RPL)*

has demonstrated generic work skills by participating as a member of a team of professional news broadcasters in:

radio journalism

television journalism

digital and social media content creation or management

and has demonstrated an understanding of the professional practice of broadcast journalism, embracing such generic work skills as news gathering and recognition, news writing skills, voice performance, media law/ethics, news compilation and presentation, and specialist reporting.

This person also has experience of the professional practice of broadcast journalism.

Please comment on the level of experience of the applicant. Any other comments are also welcome.

Signed *(person attesting)*

Current position in industry

You may wish to add a supporting letter or documentation.



## Recognition of Prior Learning Attestation Form - Broadcast Journalism

I, \_\_\_\_\_ *(person attesting)*

confirm that \_\_\_\_\_ *(applicant for RPL)*

has demonstrated generic work skills by participating as a member of a team of professional news broadcasters in:

radio journalism

television journalism

digital and social media content creation or management

and has demonstrated an understanding of the professional practice of broadcast journalism, embracing such generic work skills as news gathering and recognition, news writing skills, voice performance, media law/ethics, news compilation and presentation, and specialist reporting.

This person also has experience of the professional practice of broadcast journalism.

Please comment on the level of experience of the applicant. Any other comments are also welcome.

Signed *(person attesting)*

Current position in industry

You may wish to add a supporting letter or documentation.



# Recognition of Prior Learning Attestation Form - Screen & Television Production

I, \_\_\_\_\_ *(person attesting)*  
confirm that \_\_\_\_\_ *(applicant for RPL)*

has demonstrated generic work skills by participating as a member of a team of professional production team in the following areas:

- camera
- lighting design
- sound
- editing
- vision mixing
- production management
- writing for pictures
- directing
- programme research
- digital and social media content creation or management

and has experience of the professional practice of television broadcasting and video production.

Please comment on the level of experience of the applicant. Any other comments are also welcome.

Signed *(person attesting)*

Current position in industry

You may wish to add a supporting letter or documentation.



# Recognition of Prior Learning Attestation Form - Screen & Television Production

I, \_\_\_\_\_ *(person attesting)*

confirm that \_\_\_\_\_ *(applicant for RPL)*

has demonstrated generic work skills by participating as a member of a team of professional production team in the following areas:

- camera
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and has experience of the professional practice of television broadcasting and video production.

Please comment on the level of experience of the applicant. Any other comments are also welcome.

Signed *(person attesting)*

Current position in industry

You may wish to add a supporting letter or documentation.

## Payment Form

*Note: This slip will be destroyed once your enrolment has been processed.*

Ara Student ID (if known)

Surname or family name

Given name(s)

Paying by credit card

American Express

Master Card

Visa

Name on Credit Card

Credit Card number

Expiry date

Amount

Reference

**27400-10 | 1850 | RPL**

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### INTERNET BANKING

**Te Pūkenga - NZIST - Ara Institute Westpac Account**

**03 0826 0169064 003**

**Make sure you include the following details in the deposit reference boxes:**

Particulars - student name

Reference - 27400-10 | 1850 | RPL

### FOR ADMINISTRATION PURPOSES ONLY

Date received

Staff member