

CAPL Coordinator

Position: Full time, tenured
Contract/Grade: Academic Specialist (non teaching academic staff member)

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury’s three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

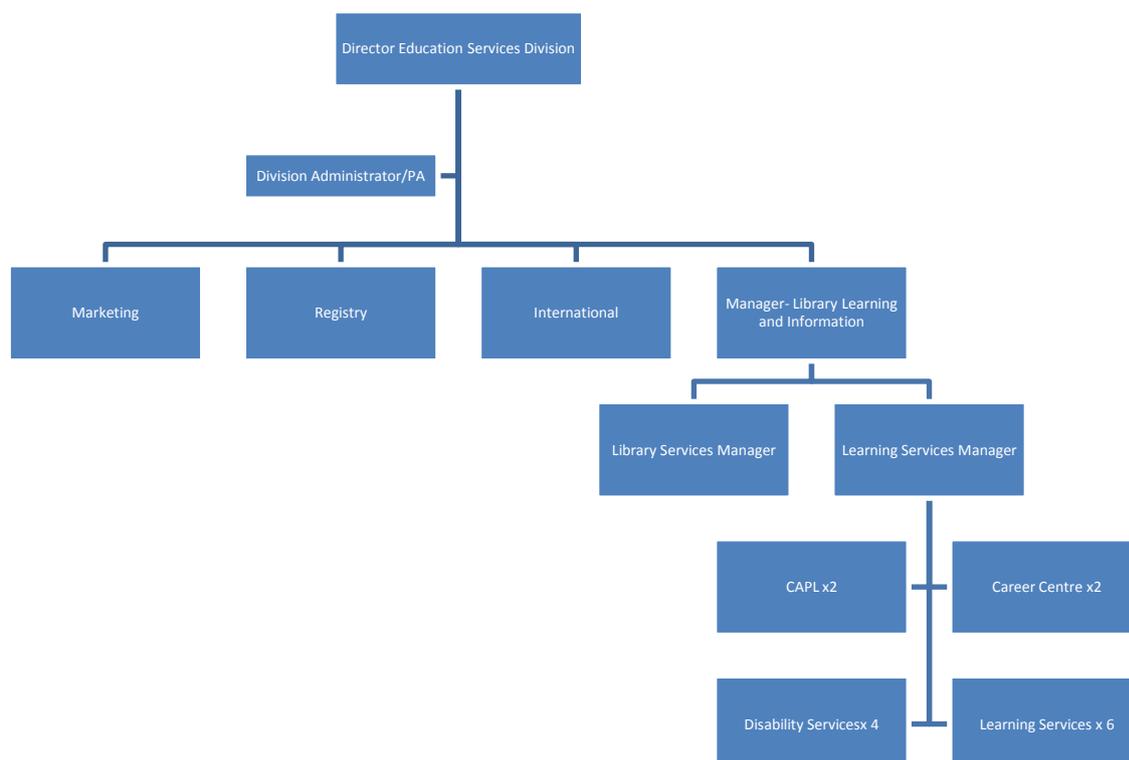
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

FACULTY AND SCHOOL INTRO

The Centre for Assessment of Prior Learning (CAPL) is located within the Education Services Division. This is a large, diverse division which also includes Marketing, Registry and the International Services teams. Education Services works in partnership with faculties and divisions to support CPIT’s educational objectives and student success. CAPL recognises the skills gained through life and work experience in a wide variety of fields and works with candidates to prepare them for assessment against the appropriate qualification.



ORGANISATION STRUCTURE

PRIME FUNCTION/PURPOSE OF THE JOB

The CAPL coordinator is responsible for the effective and efficient coordination and development of CAPL services, including the implementation of external contracts. The coordinator is required to:

- Manage the effective delivery of CAPL services, including administration, marketing and promotion.
- Work collaboratively with Faculty academic staff, administrators and candidates to advise on, process and manage CAPL applications to CPIT quality assurance standards.
- Implement the New Zealand diploma in Specialist Subjects (Secondary Teacher) division 11 contract (2008 – 2009), and any other identified projects.
- Act in response to opportunities within CPIT and from external organisations regarding RPL.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: By negotiation on appointment

Human Resources: Nil

Other: Nil

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><i>Education/Qualifications:</i></p> <ul style="list-style-type: none"> • A relevant tertiary qualification • professional qualifications in the areas of adult teaching/learning 	<ul style="list-style-type: none"> • Relevant degree qualification
<p><i>Experience/Skills/Knowledge</i></p> <ul style="list-style-type: none"> • Experience in assessment and moderation processes as they relate to teaching and learning. • Understanding of and experience in the assessment of skills and knowledge. • An understanding of and experience in RPL processes • An understanding of current trends and issues in RPL • Excellent interpersonal, written and oral presentation skills • The ability to deliver training and to facilitate relevant workshops • Time management skill • The ability to work under pressure and to meet deadlines. 	<ul style="list-style-type: none"> • Experience managing budgets • Experience in project management
<p><i>Personal Attributes:</i></p> <ul style="list-style-type: none"> • Highly organized and outcomes focused • Collaborative working style • A confident communicator 	

KEY FUNCTIONAL RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> • Learning Services Manager • Inclusive Education Coordinator (For secondary teacher contract, 2008 – 2009) 	<p>External</p> <ul style="list-style-type: none"> • Contractors as relevant

<ul style="list-style-type: none"> • CAPL Administrator • Faculty Staff • Education Services Division • Staff Development • Academic Quality Assurance • External Stakeholders 	
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KEY TASKS	EXPECTED RESULTS
<p>Client/Candidate Responsibilities</p> <ul style="list-style-type: none"> • Facilitate and oversee the processing of CAPL applications for individual candidates 	<ul style="list-style-type: none"> • Professional relationships are established and maintained with candidates/ clients to help meet individual needs. • Guidance, advice and support given to clients/candidates undertaking the RPL process in an appropriate and timely manner • CAPL sustains an excellent reputation within CPIT and, functions effectively.
<p>Professional Commitment</p> <ul style="list-style-type: none"> • Liaise and consult with Faculty staff to ensure that RPL is understood and promoted • Where appropriate, recommend and implement improvements and training for Faculty staff in regard to RPL process • Advise and implement policies and procedures for the provision of RPL across the institution • Maintain professional relationships with external stakeholders and organisations in order to identify collaboration opportunities and share best practice. • Maintains professional currency and skills suitable to the role of CAPL Coordinator and which support CPIT's quality objectives. 	<ul style="list-style-type: none"> • Faculty staff understand and identify with the RPL process and are able to offer relevant and appropriate assessments to support this process • Collaborative relationships are established within CPIT to facilitate any identified improvements and training required to support the RPL process and to advise on policies and procedures underpinning this • Collaborative relationships and networks are established with appropriate external organisations and agencies, including other tertiary institutions, to promote and develop opportunities for CAPL • Evaluates and reflects on own practice in order to identify directions and strategies for improvement • Seeks and uses opportunities to maintain professional credibility and competence • Implements negotiated programmes for own professional development • Represents the Centre/ Workgroup/ Division in meetings or industry gatherings as required.
<p>Planning and Development</p> <ul style="list-style-type: none"> • Plan for, coordinate and implement the provision of services, support and other resources delivered through CAPL, including for the Teachers Diploma contract 2008- 2009 and other identified projects. 	<ul style="list-style-type: none"> • Project management skills and methodologies are applied successfully to projects, in particular • The Teachers Diploma Contract (2008/9) is delivered and all contractual, academic and financial objectives are met • Contributes vision, innovation and planning for the development of the CAPL Centre, workgroup and Division. • Contributes to marketing activity in and on behalf of the CAPL Centre and CPIT.

<p>Administration</p> <ul style="list-style-type: none"> • Plans for and coordinates the administration requirements of the CAPL Centre • Ensure CPIT information and publicity about RPL and credit recognition is accurate and updated • Prepare and manage relevant budgets 	<ul style="list-style-type: none"> • Completes administration requirements promptly, including candidate/client records and personal administrative records • Budgets are prepared within specified time frames and managed effectively within allocated resources
<p>Training and Workshop Delivery</p> <ul style="list-style-type: none"> • Deliver training and facilitate workshops to a range of personnel to further knowledge of CAPL processes 	<ul style="list-style-type: none"> • Effective use of a variety of appropriate strategies to deliver training / workshops. • Effective organisation / development/ deployment or training resources / materials. • Maintenance of quality academic standards • Provision of regular, effective feedback to personnel/ clients/candidates regarding progress/ achievement
<p>Contribution to CPIT</p> <ul style="list-style-type: none"> • Ensure that CAPL is compliant with Academic Quality Assurance Standards • Seeks ways to assist CPIT in achieving its vision, mission, strategic goals and operational requirements 	<ul style="list-style-type: none"> • Processes and [p]rocedures used by CAPL are informed by, and comply with, Academic Quality Assurance Standards • Participates in the continuous improvement culture by recommending changes and improvements which will assist with efficient delivery of operational and strategic goals. • Participates in committees/ working groups , as required. • Complies with legislation and policy adopted by CPIT in order to meet legislative requirements.

The successful applicant is required to commit to CPIT's staff profile which encompasses foci on students, learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Learning Services Manager**.

ADDITIONAL INFORMATION

1. Student Evaluation

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through the Staff Development Coordinator.

2. Staff Appraisal

CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the process.

3. Staff Training and Professional Development

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

4. CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

5. Health and Safety

Applicants for positions are asked to declare and relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for short listing but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions e.g. a hearing test for those involved in engineering workshops.

6. Probationary Period

Every lecturer appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

7. Intellectual Property

Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.

8. Employment Terms and Conditions

Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement (ASTE). At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement and we can mutually agree the terms and conditions. Commencing salary within the Academic Staff Member (ASM) grade will depend on the appointee's qualifications and experience and the particulars of the applicable employment agreement. ASTE Salary range for ASM is \$43,342 to \$63,334 (ATTI salary range \$45,716 to \$66,378. This appointment is classified as an Academic Specialist position (non teaching academic staff member) meaning a non teaching position requiring less than 50 timetables teaching hours per year.

9. Equal Opportunities Employer

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

APPLICATION DETAILS

Applications for appointment must be marked:

Coordinator – CAPL

DR3230

Applications should be addressed to:
Senior HR Advisor

Christchurch Polytechnic
Institute of Technology
P O Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

***Applications Close
Monday 8 September***

The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.