



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago



> Centre for Assessment of Prior Learning (CAPL) > Hospitality

National Diploma in Hospitality (Operational Management) (Level 5) - Via Assessment of Prior

- Are you an operational manager in the hospitality business?
- Would you like a qualification that reflects your expertise?
- Are you too busy to study what you already know?

Consider gaining the National Diploma in Hospitality (Operational Management) (Level 5).

WHAT IS THE NATIONAL DIPLOMA IN HOSPITALITY (OPERATIONAL MANAGEMENT) (LEVEL 5)?

This National Diploma is intended for people with prior experience in the hospitality industry. If you hold an Operational Manager's position, then you could already be skilled in many or all of the areas that the qualification covers.

You need to have experience in at least one of the following focus areas to gain the qualification: Kitchen Management, Food and Beverage Management, Rooms Division Management and Functions Management.

This qualification covers the areas of developing and coordinating people, supervisory management, training and assessment, hospitality operations and hospitality management. The strands enable candidates to select standards that reflect their specialist work areas.

For more detailed information, go to the New Zealand Qualifications Framework website: <http://www.nzqa.govt.nz/framework/index.html> and search for NZQ reference number 1245.

WHAT IS APL?

APL is an innovative approach to recognising people's learning experiences. Through APL you can prove what you have learned through experience, and then gain academic qualifications for this learning.

The Centre for Assessment of Prior Learning (CAPL) at Otago Polytechnic has developed a world-class, quality-assured APL process for a wide range of NZQA qualifications.

The APL process has two parts: facilitated preparation and presentation for assessment.

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Centre for Assessment of Prior Learning (CAPL)
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1. Facilitated Preparation:

The aim of the facilitated preparation is to provide you with a framework with which to explore the understandings that have informed and underpinned your work.

You work with a CAPL facilitator, face-to-face and/or at a distance, and sometimes also in group workshops, to develop a presentation which will demonstrate that you have 'developed the skills and understandings that meet the requirements of the qualification'.

In developing your presentation, you will build up significant understandings around key experiences or projects. The qualification has core requirements, and then different requirements for each strand.

For example, for the core requirements, you must demonstrate your ability to:

- Plan and monitor performance of others
- Supervise workplace operations
- Recruit, select, and release staff
- Enable and enhance employee competence and capability
- Interpret and use financial data and reports for decision making
- Deliver on-job training to adults
- Use standards to assess candidate performance
- Plan and implement hospitality staff rosters
- Demonstrate knowledge of hospitality management control systems.

You must also demonstrate your competencies in the focus area you have chosen.

The facilitation process gives you an opportunity to have your presentation critiqued prior to assessment. You and your facilitator will decide when you are ready to present for assessment.

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2. Presentation for Assessment:

The assessment will be conducted by highly experienced hospitality manager/s with specialised APL training.

You will receive verbal feedback during the presentation, and then a written report, which will either confirm that you have gained the Diploma, or that there are further areas of taught learning which you need to complete the Diploma.

ASSESSMENT FEE:

TBA

FOR MORE INFORMATION:

For more information on the Centre for Assessment of Prior Learning (CAPL) at Otago Polytechnic, and the APL process, contact:

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www.otagopolytechnic.ac.nz/schools-departments/prior-learning-capl.html

Disclaimer: While every effort is made to ensure that the information in this brochure is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of this information. The fees shown in this document are 2008 indicative domestic fees and 2008 indicative international fees. Please note that additional fees may from time to time be required for external examination, NZQA fees, and/or additional material fees. Both domestic and international fees for 2008 are subject to change and are dependent on the development and implementation of new Government policies signalled for 2008.

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