

APL Initial Application Form

In accordance with the Privacy Act, 1993; All information requested by Competenz in this form is for the purposes of evaluating the candidate's suitability for the APL Program.

Candidate's personal information may be shared with NZQA, nominated referees and employer for the purposes of verification only.

Section One: Personal Information

Your full name:

(as it appears on your birth certificate or permit documentation)

Your preferred name:

(the name you prefer to be known as)

Date of birth:

e.g. 15 September 1982

Address:

Street

Suburb

City

Postcode

Phone:

Home

Preferred method
of contact

Work

Mobile

Email:

NZQA / NSI number:

(If already registered)

Are you a New Zealand Citizen or Resident?

Yes – Go to Section Three

No – Go to Section Two

Section Two: Non-New Zealand Resident

Note: You only need to fill this section out if you are not a New Zealand Citizen or Resident

Country of birth:

Country of citizenship:

Passport number:

Expiry date:

e.g. 30 November 2014

Visa type:

E.g. work/study/working holiday/visitor

Visa number:

Appears in the upper right corner of your visa document

Visa expiry

e.g. 31/Mar/2012

Does your visa entitle you to work in New Zealand?

Yes

No

If yes, are there any conditions and if so, what are they?

You will need to include a certified copy of your passport and Visa.

Have you previously received an overseas qualification related to your APL application?

Yes

No

If yes, have you applied for, and received an International Qualifications Assessment (IQA) report from NZQA?

Yes

No

Please include a certified copy of your IQA report with your evidence. If you have not applied for an IQA report, you can do this at the NZQA website (see page 11 of your handbook for more details).

Section Three: Employer Information

Current employer:

Employer's address:

Street

Suburb

City

Postcode

Contact numbers:

Phone

Fax

Email:

Contact person:

Current industry:

Employer Declaration (Must be signed and dated by applicant's employer)

I, _____ am aware that _____ is applying
(employer name) (employee name)

for Competenz's APL Program.

I am happy to support them during the moderation and assessment stages of this qualification, including being contacted by Competenz for verification purposes, and/or to assist with the assessment process.

Signed

Name

Date

Section Four: Application Details

Which qualification are you applying for? (See your account manager if unsure)

National Certificate in Refrigeration and Air Conditioning (Level 4)

National Certificate in Engineering - Fabrication (Level 4) – Select Strand

Heavy Fabrication

Steel Construction

Light Fabrication

National Certificate in Heating, Ventilation and Air Conditioning (Level 4)

National Certificate in Mechanical Engineering (Level 4) - Select Strand

Fitting and Machining

General Engineering

Machining

Maintenance Engineering

Toolmaking

Are you legally entitled to work in New Zealand?

Yes

No

Are you still working in the industry relevant to the qualification you are applying for?

Yes

No

How long have you been working for your current employer?

(e.g. 18 months)

Overall experience within the industry APL is sought for?

(e.g. 18 years)

What is the reason for your application?

Competenz account manager:

(If known)

Projects and Contracts

This section is optional.

Details of up to three projects or contracts which you have worked on will help the moderator assess your level of competency and level of experience.

Project/Contract 1

Location:

Date of project:

From

To

What work was involved in the project or contract?

How many people worked on the job?

What plant and equipment was used?

What were your responsibilities?

Project/Contract 2

Location:

--

Date of project:

--

From

To

What work was involved in the project or contract?

How many people worked on the job?

--

What plant and equipment was used?

What were your responsibilities?

Project/Contract 3

Location:

--

Date of project:

--

From

To

What work was involved in the project or contract?

How many people worked on the job?

--

What plant and equipment was used?

What were your responsibilities?

Referees

Your application needs at least **one**, and up to **three** referees who can attest to your competency and consistency on the job. Your referees must be people who you have worked for, or with, closely.

At least **one** of your referees must be a current supervisor or manager.

Referees may not be family members.

A referee must be knowledgeable in the field you are looking to be qualified in. Ideally, they should hold a qualification at Level 4 or above within the industry you are applying for APL in.

Before providing your referee's details, ask them if they are happy to speak to an assessor about your work, and then ask them to fill in and sign the form below.

Referees will either be contacted by phone or face-to-face during your onsite visit. The conversation usually takes around 20 minutes.

Referee 1

Referee name:

Company:

Position:

Which project did you work with the applicant on?

(If applicable)

How long did you work with the applicant?

Contact numbers:

(0)

Work

(0)

Mobile

Best time to call:

All evidence I provide regarding the applicant will be true and accurate to the best of my knowledge. I agree to the conversation I have with the moderator being recorded for assessment, moderation and appeals processes.

Signature

Date

Referee 2

Referee name:

Company:

Position:

Which project did you work with the applicant on?

(If applicable)

How long did you work with the applicant?

Contact numbers:

(0)

(0)

Work

Mobile

Best time to call:

All evidence I provide regarding the applicant will be true and accurate to the best of my knowledge. I agree to the conversation I have with the moderator being recorded for assessment, moderation and appeals processes.

Signature

Date

Referee 3

Referee name:

Company:

Position:

Which project did you work with the applicant on?

(If applicable)

How long did you work with the applicant?

Contact numbers:

(0)

(0)

Work

Mobile

Best time to call:

All evidence I provide regarding the applicant will be true and accurate to the best of my knowledge. I agree to the conversation I have with the moderator being recorded for assessment, moderation and appeals processes.

Signature

Date

Employment History

Please list your previous employers from most to least recent. Only include employers relevant to the qualification's industry. Do not include your current employer.

Employer:

Position Held:

Dates Held:
(e.g. November 2007 – September 2009)

Employer:

Position Held:

Dates Held:
(e.g. February 2005 – November 2007)

Employer:

Position Held:

Dates Held:
(e.g. March 2000 – February 2005)

Employer:

Position Held:

Dates Held:
(e.g. December 1997 – September 1999)

Employer:

Position Held:

Dates Held:
(e.g. November 1996 – December 1997)

Supporting Evidence Checklist

This checklist is provided to help ensure you include all the information needed for a moderator to make a judgment on your case. There are two categories for evidence – compulsory and supplementary. For more information about evidence, please read page 7 of the information booklet.

Note on Fast Track and Standard APL Programs

If you wish to qualify for the Fast Track program, please ensure you include as much evidence as possible. Admission to the Fast Track program is granted based on evidence volume and quality, as well as candidate competency.

Compulsory Evidence

This evidence must be submitted with your application.

<input type="checkbox"/>	Completed application form, including: <ul style="list-style-type: none">• Section One (personal details).• Section Two, if applicable (Non-NZ Resident).• Section Three (employer details).• Section Four (application details).
<input type="checkbox"/>	Employment history
<input type="checkbox"/>	If born in New Zealand: Certified copy of your birth certificate or passport. If born overseas: A certified copy of your work permit or residency certificate. A certified copy of your passport. A certified copy of NZQA IQA report (if relevant).
<input type="checkbox"/>	Your CV.
<input type="checkbox"/>	Certified copies of qualifications, certificates and/or licenses.
<input type="checkbox"/>	Details of up to three referees who can attest to your performance.

Supplementary Evidence

This evidence is optional and should only be included if relevant to your history, however the more evidence you provide, the stronger your application is likely to be. Indicate the evidence you have provided below and attach to your portfolio.

Details of up to three projects or contracts you have worked on.

	Project 1	Project 2	Project 3	Other		Project 1	Project 2	Project 3	Other
Site safety plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident/Incident forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety hazard plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily job sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As built plans/records/drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plant and equipment maintenance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified course certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Other evidence:

Brief Description	Project 1	Project 2	Project 3	Other	Brief Description	Project 1	Project 2	Project 3	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

I, _____, hereby declare that all information provided within this application, including the attached evidence, is complete and true to the best of my knowledge.

At some point while compiling my evidence for this application, I have discussed my situation with a Competenz account manager who has advised me of the best qualification for my skills and industry, and provided me with a personalized training plan.

I have sought the permission of the referees provided to act as witnesses in regards to my work. These referees have worked closely with me in the past and are not members of my immediate or extended families.

I give permission for Competenz and their nominated assessors to contact myself and my employer in regards to this application.

I agree to undertake an at-work assessment at a time and date to be arranged between myself, my employer and a Competenz registered assessor.

I understand that Competenz has the right to reject my application if it is found that:

- I have falsified your application in part or as a whole.
- I do not have enough experience, skill or knowledge to qualify for APL, as deemed by the Competenz moderation process.
- I am not currently employed within Competenz industry coverage.

Signed

Date

After compiling your evidence, completing the application form and signing the declaration, please send it, **along with your application fee of \$550 + GST** (\$632.50 including GST), to:

**QA
Competenz
PO Box 9005
Newmarket, 1149**