



CITY COLLEGE PLYMOUTH

HIGHER EDUCATION

POLICY AND PROCEDURE FOR THE ACCREDITATION OF PRIOR LEARNING

Issue Date: September 2014

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City College Plymouth

Higher Education Policy and Procedure for the Accreditation of Prior Learning (APL)

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**An Equality Impact Assessment has been submitted to the Equality & Diversity Co-ordinator*

Scope

This policy and procedure relate to Higher Education (University-level) courses at City College Plymouth. Separate guidance for Further Education (FE) courses is available through the exam board in question, or through liaison with the Quality Assurance Co-ordinator.

Statement

City College Plymouth recognises that many of its potential Higher Education students already possess considerable amounts of certificated or experiential learning which could count towards academic credit. The different types of learning which may be considered are outlined below.

1. Definitions

1.1 Accreditation of Prior Certificated Learning (APCL)

This is the award of credit towards a qualification in respect of previous study at HE level which the student has passed. APCL may be awarded in respect of a completed programme of study (eg HNC, CPD Award) or in respect of one or more modules or units of a programme.

1.2 Accreditation of Prior Experiential Learning (APEL)

This is the award of credit towards a qualification in respect of knowledge and skills acquired through life, work experience, and/or study which are not formally verified through certification by a recognised professional or academic body. Experiential learning is formally reviewed to determine that the learning has in fact occurred and that it is still current in relation to the module(s) concerned, and its equivalence to the relevant credit weightings and levels. It is the student's learning, not his or her experience, which is being assessed. Applicants will be required to complete a form of assessment in order to demonstrate that they have satisfied the learning outcomes of the module(s) for which credit is claimed.

2. Principles

2.1 Minimum permitted credit for APCL/ APEL

The minimum amount of credit which may be claimed is the amount allocated to the smallest credit-rated module/ unit within a programme. APL cannot be used to gain exemption from part of a module/ unit.

2.2 Maximum permitted credit for APCL/APEL

The maximum amount of credit which a student may claim towards a Higher Education qualification at City College Plymouth, and the minimum credit which must be studied at the College in relation to the award is:

Qualification	APCL/ APEL Max	Credit studied on programme
FdA/ FdSc*	120 Credits	120 credits, including at least 60 at level 5
HND	120 Credits	120 credits, including at least 60 at level 5
HNC	80 Credits	80 credits at level 4 or above

**City College Plymouth has an exception to regulations agreed with Plymouth University which allows students who have studied a 120 credit HNC and additional short courses at the College to APCL 160 credits into the third and final year of the part time route of the equivalent Foundation Degree, providing all modules previously studied are the same as those that would have been studied in the Foundation Degree.*

2.3 Consideration of APCL Credit

Where a student claims APCL credit towards a programme in respect of credits which form part of another award which he or she has previously been awarded, the amount of APCL credit which can be awarded should be carefully considered by the programme team in the light of the student's overall academic profile.

3. Award of APCL/APEL

3.1 Decisions

All decisions on the award of credit are a matter of academic judgement made by the APL Committee and are therefore final.

The APL Committee will be made up of the HE Manager, The Programme & Module Leader(s), and a HE Administrator.

3.2 Contemporary Prior Learning Requirement

Credit for prior certificated learning which occurred more than 8 years ago will not normally be accepted. Where outdated certificated learning exists, but can be combined with more recent experiential learning, the certificated learning should be considered as part of an APEL claim.

3.3 Timely Application for APL

Applications for APL should normally be made prior to registration on a module, but may exceptionally be accepted within 2 weeks of the start of the module. Evidence to support a module credit claim must normally be submitted halfway through the module or within 30 days.

3.4 APEL Assessment

APEL claims are subject to the normal academic regulations governing the marking and successful completion of a module. A student who has submitted an assessment for an APEL claim which has been deemed to have failed to satisfy the learning outcomes required would either be offered the opportunity to submit an appropriate piece of referred coursework for the module(s), or, exceptionally, the Award Assessment Board may require the student to repeat the module with attendance as a further attempt.

3.5 Grading of APCL Credits

A claim for APCL programme credit will not normally be awarded with marks attached unless the College is familiar with the marking scheme and academic standards. The consequent effect on the calculation of final aggregate marks should be made clear in writing to students.

3.6 Submission of Evidence Rules

All claims for APL, together with evidence supporting the claims must be submitted in English. Where evidence in the form of transcripts and certificates are available in a language other than English, it is the responsibility of the applicant to provide an accurate and authenticated translation.

3.7 Recording of APL Claims

All APCL/APEL decisions must be recorded and clearly identified in all papers considered by Subject Assessment Panels and Award Assessment Boards and in the student transcript. Claims for APEL will be examined in line with the standard quality assurance procedures including external examining for Plymouth University provision and external verification for Pearson Edexcel provision where appropriate.

3.8 Data Protection

Details of APL cases and copies of all submitted evidence will be held physically and electronically in the HE Departmental Office, for the purposes of enrolment and recording. A copy will also be held by the relevant programme leader.

3.9 Disclaimer

The College reserves the right to reject an APCL/APEL claim based on academic judgement and the comparability of marking systems.

4. Procedure:

4.1 Section 1 of Application Form for APL and original copies of evidence submitted to Programme Leader

4.2 Programme and Module Leader consider the request and 'Support' or 'Not Support' the application. Negotiated conditions may be applied.

4.3 The APL Committee takes place and the chair can 'Accept', 'Reject' or 'Defer' the application. The Chair may add / amend the conditions

4.4 The final decision of the APL Committee will be communicated to the applicant in writing within 3 working days.

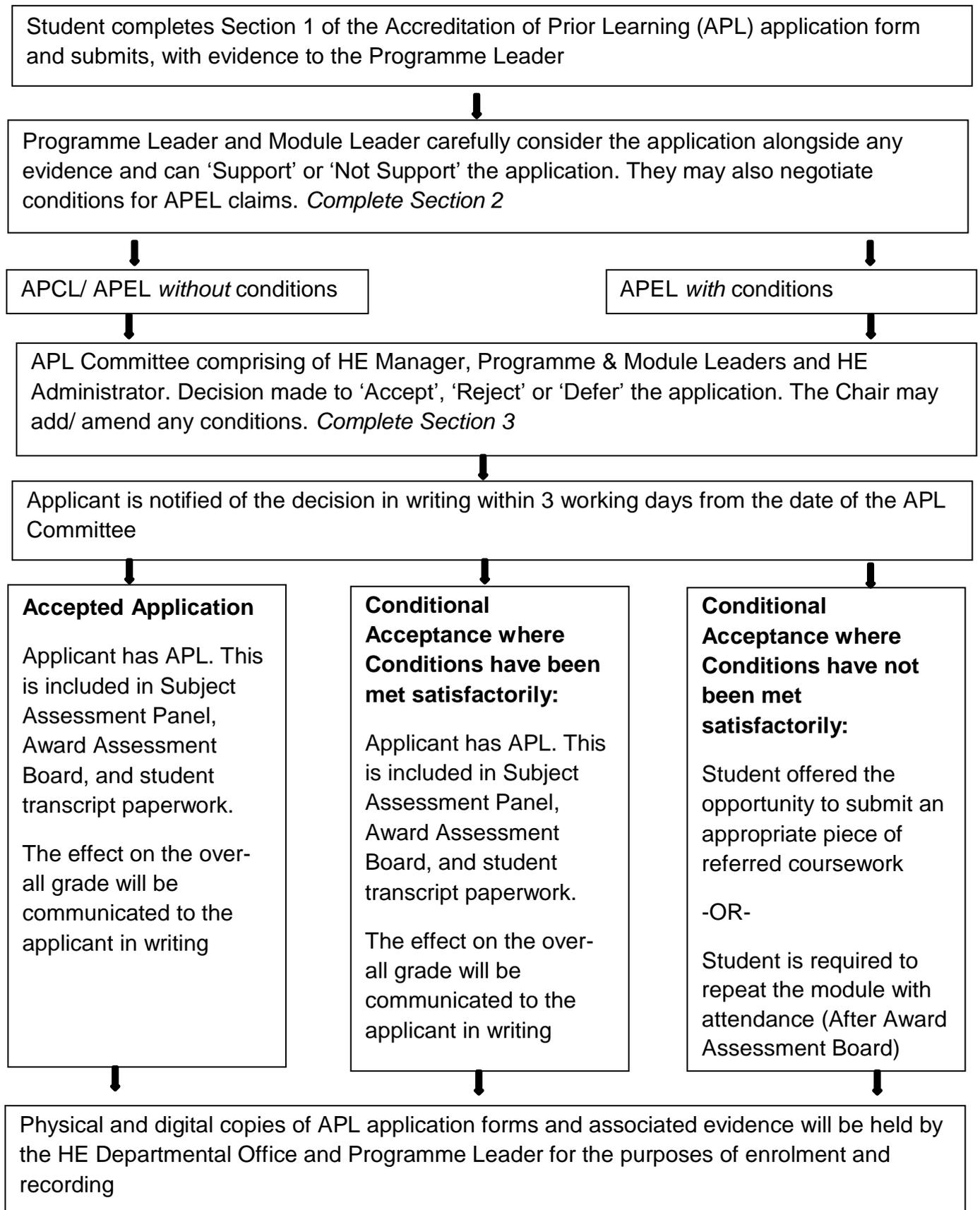
4.5 If the outcomes of negotiated conditions for APEL are not deemed to be satisfactory the applicant can be:

- offered the opportunity to submit an appropriate piece of referred coursework
- required to repeat the module with attendance (Following Award Assessment Board)

4.6 All APL claims will be considered at Subject Assessment Panel, Award Board and contained within the students' transcripts

4.7 Physical and digital copies of APL application forms and associated evidence will be held by the HE Departmental Office and Programme Leader for the purposes of enrolment and recording.

5. Flowchart of Procedure Process



Supporting Documentation:

Appendix 1: Accreditation of Prior Learning -Guidance for Applicants (Students)

Appendix 2: Accreditation of Prior Learning -Guidance for Staff

Appendix 3: Accreditation of Prior Learning -Application Form

POLICY CONTROL

Policy Title: **HIGHER EDUCATION POLICY AND PROCEDURES FOR THE ACCREDITATION OF PRIOR LEARNING**

Issuing Authority: Senior Management Team

Issuing Officer: Higher Education Manager

Monitoring Authority: Senior Management Team

Monitoring Officer: Vice Principal, Delivery

Monitoring, Review and Evaluation:

This policy will be monitored and reviewed through:

- Reports to Senior Management Team

Dates of review:

Issue Date	September 2014
First Review	<i>June 2015</i>
Second Review	<i>June 2016</i>
Third Review	<i>June 2017</i>

Accreditation of Prior Learning – Guidance for Applicants (Students)

This Guidance is intended to assist Students (or potential students) in their application for consideration of Accredited Prior Learning (APL) for their Higher Education (University-level) course at City College Plymouth. Separate guidance for staff is available.

1. Definitions

Accreditation of Prior Learning (APL) can be made up of two elements:

1.1 APCL – Accredited Prior Certificated Learning

This covers previous learning which you can evidence through module guides, certification, transcripts and coursework or assignments. APCL evidence must be dated within 8 years to be considered. Any prior learning older than 8 years may be considered in conjunction with an APEL claim.

1.2 APEL – Accredited Prior Experiential Learning

This covers previous learning which has been gained through experience. Examples include experience gained within employment, home life and leisure activities. In addition, previous certificated learning from more than 8 years in the past can also be considered as part of an APEL application. Learning includes knowledge base, the capacity to reflect and the ability to apply knowledge to a range of scenarios.

It is important to note that APL is designed to ascertain whether you have reached the necessary Learning Outcomes, not purely that the content has been taught. Where appropriate the Programme Leader can request certain conditions have been met before the decision on your application for APL is finalised.

2. Applying for APL

Before applying for APL it is advisable to discuss your intentions with your Programme or Module Leader.

APL can only be claimed for whole modules and may not be considered for individual elements within a module.

2.1 Timing

Applications for APL should be made prior to registration onto a module, or in exceptional circumstances up to two weeks after the start of the module.

2.2 Stage 1 : How to Apply

2.2.1 Applicants should complete Section 1 of the Accreditation of Prior Learning (APL) Application Form found at Appendix 3 (Editable Digital Copies are available on request from the HE Office). If an applicant wishes to apply for APL for more than one module then a separate application form for each module should be completed.

2.2.2 Applicants should complete the sections of the form, and describe how their previous learning has covered the Learning Outcomes for which APL is requested.

2.2.3 The list of evidence which will be used to support the application should be completed.

2.2.4 All applications must have a signed declaration at 1.4 to be considered.

2.2.5 Incomplete applications will not be considered and may result in a delay in your claim being processed.

2.2.6 Completed Application forms should be submitted to the Programme Leader, along with original copies of all evidence which is to be considered.

2.3 Stage 2 : Consideration of Application by Programme or Module Leader

2.3.1 The Programme and Module leader(s) will consider your application alongside the evidence submitted and reach a decision on whether your application for APL should be supported. This will be agreed and signed by the Programme leader.

2.3.2 In the case of APEL, conditions may be applied to your application. For example you may be requested to provide further evidence, or complete a portfolio or assignment or other form of assessment in order to demonstrate that you have a good grasp on the learning outcomes being claimed.

2.3.3 The application will need to be signed by two people – either two tutors with subject knowledge or one tutor with subject knowledge and one faculty APL Advisor.

2.4 Stage 3 : APL Committee

2.4.1 The APL Committee will comprise of the HE Manager, The relevant Programme and Module leaders and a HE Administrator.

2.4.2 The APL committee will 'Accept', 'Reject' or 'Defer' the application for APL, and may add / amend any conditions which are placed on the application

2.4.3 The decision of the APL Committee is final.

2.4.4 The judgement of the APL committee will be communicated to you in writing within 3 working days of the date of the committee.

3. Negotiated APEL & Conditions

3.1 Negotiated APEL

The Programme or Module leader may negotiate requirements before an application for APEL can be accepted. The purpose of this is to ensure that you have a firm grasp of the learning outcomes required.

3.2 Conditions for APEL

During the APL Committee the chair may impose conditions on the application for APL

3.3 Additional Assessment Rules

All additional assessments will be subject to the usual Academic standards and regulations. Failure to achieve a satisfactory result in additional assessment for the purpose of APEL the applicant may be:

- offered the opportunity to submit an appropriate piece of referred coursework
- required to repeat the module with attendance (After Award Assessment Board).

4. Recording & Regulation of APL

4.1 Recording APL

All APCL/APEL decisions must be recorded and clearly identified in all papers considered by Subject Assessment Panels and Award Assessment Boards and in the student transcript.

4.2 Regulation of APL

Claims for APEL will be examined in line with the standard quality assurance procedures including external examining for Plymouth University provision and external verification for Pearson Edexcel provision where appropriate

4.3 Grading of APL

APL will not normally be allocated a grade. The effect APL will have on your final grade will be explained in writing.

5. Data Protection

Details of APL cases and copies of all submitted evidence will be held physically and electronically in the HE Departmental Office, for the purposes of enrolment and recording. A copy will also be held by the relevant programme leader.

Accreditation of Prior Learning – Guidance for Staff

This Guidance is intended to assist Staff in considering an application for consideration of Accredited Prior Learning (APL) for their Higher Education (University-level) course at City College Plymouth. Separate guidance for students is available.

1. Definitions

Accreditation of Prior Learning (APL) can be made up of two elements:

1.1 APCL – Accredited Prior Certificated Learning

This covers previous learning which the student can evidence through module guides, certification, transcripts and coursework or assignments. APCL evidence must be dated within 8 years to be considered. Any prior learning older than 8 years may be considered in conjunction with an APEL claim.

1.2 APEL – Accredited Prior Experiential Learning

This covers previous learning which has been gained through experience. Examples include experience gained within employment, home life and leisure activities. In addition, previous certificated learning from more than 8 years in the past can also be considered as part of an APEL application.

It is important to note that APL is designed to ascertain whether the student has reached the necessary Learning Outcomes, not purely that the content has been taught. Where appropriate the Programme Leader can request certain conditions have been met before the decision on the application for APL is finalised.

2. The Application Process

Students are advised to discuss their intention to apply for APL with the Programme and/or Module Leaders prior to submitting their application.

APL can only be claimed for whole modules and may not be considered for individual elements within a module.

2.1 Timing

Applications for APL should be made prior to registration onto a module, or in exceptional circumstances up to two weeks after the start of the module.

2.2 Stage 1 : How to Apply

2.2.1 Applicants should complete Section 1 of the Accreditation of Prior Learning (APL) Application Form found at Appendix 3 (Editable Digital Copies are available on request from the HE Office). If an applicant wishes to apply for APL for more than one module then a separate application form for each module should be completed.

2.2.2 Applicants should complete the sections of the form, and describe how their previous learning has covered the Learning Outcomes for which APL is requested.

2.2.3 The list of evidence which will be used to support the application should be completed

2.2.4 All applications must have a signed declaration at 1.4 to be considered.

2.2.5 Incomplete applications must not be considered. Incomplete applications should be returned to the student as soon as possible for full completion.

2.2.6 Completed Application forms should be submitted to the Programme Leader, along with original copies of all evidence which is to be considered.

2.2.7 The Programme leader must take accurate photocopies/ digital scans of all original evidence and return them to the student.

2.2.8 The Programme leader should annotate any copies of original evidence with their name and the date that the original copy has been seen

2.3 Stage 2 : Consideration of Application by Programme or Module Leader

2.3.1 The Programme and Module leader(s) should consider the application alongside the evidence submitted and reach a decision on whether the application for APL should be supported, and for how many credits. This will be agreed and signed by the Programme leader.

2.3.2 In the case of APEL, conditions may be applied to the application. For example you may be request that the student provide further evidence, or complete a portfolio or assignment or other form of assessment in order to demonstrate that they have a good grasp on the learning outcomes being claimed.

2.3.3 The application will need to be signed by two people – either two tutors with subject knowledge or one tutor with subject knowledge and one faculty APL Advisor.

2.4 Stage 3 : APL Committee

2.4.1 The APL Committee will comprise of the HE Manager, The relevant Programme and Module leaders and a HE Administrator.

2.4.2 The APL committee will 'Accept', 'Reject' or 'Defer' the application for APL, and may add / amend any conditions which are placed on the application

2.4.3 The decision of the APL Committee is final.

2.4.4 The judgement of the APL committee will be communicated to the applicant in writing within 3 working days of the date of the committee by the HE Manager.

3. Negotiated APEL & Conditions

3.1 Negotiated APEL

The Programme or Module leader may negotiate requirements before an application for APEL can be accepted. The purpose of this is to ensure that the applicant has a firm grasp of the learning outcomes required.

3.2 Conditions for APEL

During the APL Committee the chair may impose conditions on the application for APL

3.3 Additional Assessment Rules

All additional assessments will be subject to the usual Academic standards and regulations. Failure to achieve a satisfactory result in additional assessment for the purpose of APEL the applicant may be:

- offered the opportunity to submit an appropriate piece of referred coursework
- required to repeat the module with attendance (After Award Assessment Board).

4. Recording & Regulation of APL

4.1 Recording APL

All APCL/APEL decisions must be recorded and clearly identified in all papers considered by Subject Assessment Panels and Award Assessment Boards and in the student transcript.

4.2 Regulation of APL

Claims for APEL will be examined in line with the standard quality assurance procedures including external examining for Plymouth University provision and external verification for Pearson Edexcel provision where appropriate

4.3 Grading of APL

APL will not normally be allocated a grade. The effect APL will have on the students' final grade must be explained in writing.

5. Data Protection

Details of APL cases and copies of all submitted evidence will be held physically and electronically in the HE Departmental Office, for the purposes of enrolment and recording. A copy will also be held by the relevant programme leader.



Accreditation of Prior Learning (APL)

APPLICATION FORM

Section 1

To be completed by the applicant

Please complete a separate application form for each module for which you are seeking accreditation, and indicate the number of applications in this box:

Application number ___ of ___

Failure to complete all relevant sections of this form will result in a delay in your claim being processed

1.1- About the Applicant			
Name (in Full)			
Student ID Number (CCP)			
Address (For correspondence)			
Post Code		Email Address	
Contact phone number		Alternative number	
Place of work (if applicable)			
Professional Qualifications (if applicable)			

1.2- About the Course	
Current Course Title (in full)	
Programme Leader	
Number of credits applied for:	
Level of credits applied for:	
Module Title:	
Module Leader:	

1.3- Relevant Information to support application

Please refer to guidance on relevant information required for APCL and APEL applications below

Experience	
Learning outcomes	
List of Evidence attached:	

1.4 - Declaration

I confirm that the information included in this application and all supporting documents are a true reflection of my prior learning.

Signature of applicant:**Date:****Guidance for Accredited Prior Certificated Learning (APCL)**

Evidence should be provided in the form of Learning Outcomes. Module descriptors which include the aims, content and outcomes should be available from the previous institution. Hours of theoretical study, course content, assignments and assessments with results must also be submitted as appropriate.

Guidance for Accredited Prior Experiential Learning (APEL)

Learning evidence must be submitted to support the case for eligibility for Negotiated Assessment. This should be in the form of Learning Outcomes and examples of what has been learnt.

Section 2

To be completed by the Programme or Module Leader

Note: Please do not submit any assignments or coursework with this form

Please complete a separate application form for each module for which accreditation is sought, and indicate the number of applications in this box:

Application number ___ of ___

2.1 - About the Applicant			
Name (in Full)			
Student ID Number (CCP)			
2.2 – About the Application			
List of Documents Checked			
Number of Credits		Level of Credits	
Course Title (in full)			
Module Title (in full)			
Module Code			

2.3 - Module Leader Decision	
<i>The application for Accredited Prior Learning for the above named student is SUPPORTED / NOT SUPPORTED (Please delete as appropriate)</i>	
Rationale for Decision	
Programme / Module Leader's Name	
Signature:	
Date	

2.4 – Negotiated Conditions for APEL only	
Conditions applied	Yes / No (Please delete as appropriate)
Description of Conditions	
Submission Date	
Over-all grade awarded	

2.5 – Tutor Signatures (Two tutors with subject expertise or one Tutor with Subject expertise & one Faculty APL Advisor)					
Name		Signature		Date	
Name		Signature		Date	

Section 3

To be completed by the APL Committee Chair or Representative

Course Title & Code			
Module Title & Code	Number of Credits	Level of Credits	

This application for Accredited Prior Learning is ACCEPTED / REJECTED / DEFERRED
(Please delete as appropriate)

The Following Conditions are in place:

Chair		Signature		Date	
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