



FACULTY OF HEALTH AND WELLBEING

ACCREDITATION OF PRIOR LEARNING (APL)

A GUIDE FOR STUDENTS

This guidance should be read in conjunction with the relevant regulations available at: <http://www.canterbury.ac.uk/support/quality-and-standards-office/policies/PPEs.asp>

1. DEFINITIONS

Throughout this handbook the following definitions are used:

APL is the general term to cover the accreditation of prior learning either through certification or through experiential learning i.e. any courses studied at College/University for which you have a certificate or through experience such as working in a health and/or social care environment.

APCL is the accreditation of prior certificated learning only. This process allows recognition of learning that has already been assessed by an academic institution and awarded credit. There must be mapping to ensure that the imported credit meets the intended learning outcomes of the module for which it substitutes. APCL must not exceed 50% of an award, including any exit award. The mark from the imported credit by APCL cannot be used unless specified in Special regulations.

APEL is the accreditation of prior experiential learning. This is the term given to the recognition and assessment of prior experiential or work-based learning. Students will be able to demonstrate that they have met the learning outcomes of modules that form part of their programme through a reflection on their prior experience. The University will grade the work, and that grade will be used for the calculation of the student's award in accordance with University marking procedures.

Advanced Standing is entry through APL at a point in the award later than the ordinary admission stage i.e. entering a 3 year programme at the start of year 2. An applicant may enter an award "with advanced standing" if that candidate holds a Cert HE, HNC, Dip HE, HND, FD, PgCert or PgDip or other award within the Framework for Higher Education Qualifications. Advanced Standing entails entry and as such does not result in the award of credits by the University i.e. using the above example, credits would only be given for years 2 and 3 and not for year 1 when entering via advanced standing. The imported award must have been awarded by a UK institution with degree-awarding powers, or by an international institution with equivalent standing.

Levels of Learning

Levels of learning are academic levels that equate to the expected achievements of an undergraduate degree or a postgraduate degree.

In broad terms, the academic levels referred to in this handbook may be described as follows:

Level 4 Corresponds for example to Year 1 of a full time undergraduate

programme or Foundation Degree programme.

Level 5 Corresponds for example to Year 2 of a full time undergraduate programme or Foundation Degree programme.

Level 6 Corresponds for example to Year 3 of a full time undergraduate programme or modules within the Faculty's post-registration programmes e.g. BSc (Hons) Applied Practice.

Level 7 Corresponds to Postgraduate or Masters level work.

Essential criteria for APL claims

In determining the credit that can be awarded in individual cases, the following will need to be considered:

- **Appropriateness:** the APL application must demonstrate that the claim is appropriate to the programme in which the credits are to be transferred i.e. you must justify why your prior learning should allow you to transfer credits into the specific programme.
- **Level rating:** for APCL the level of the prior learning submitted must be equivalent to the level of the accreditation sought e.g. to APL out of a level 5 module the prior learning must be at level 5.
- **Amount:** any prior learning must demonstrate an equivalent amount of work to that for which accreditation is sought. Please see APEL portfolio guidance for further information regarding amount of work/effort.
- **Learning content:** the content of the prior learning must sufficiently match (where appropriate) the accredited module to allow progression to later stages of the programme without disadvantage. There must be a mapping exercise undertaken to ensure that the imported credit or prior experience meets the intended learning outcomes of the module for which it substitutes.
- **Shelf-life:** achievement used for APL is to have occurred during the previous five years. Where the claim is made using APCL, the five-year period is from the date that the award is made.
- **Application form:** must be completed fully and include all relevant supporting/documentary evidence and signatures as appropriate.

2. APPLICATION FOR APCL

In preparing an application for APCL you should bear in mind that the claim needs to match the module that you wish to APCL out of. If the subject matter of your prior learning is not directly relevant to the programme you are entering or doesn't map to the learning outcomes you may not be able to APL out of all the modules requested.

Step 1: Contact the relevant Programme/Pathway Director for the programme that you wish to APCL your credits into.

Step 2: Complete the APL application form and enclose an **original copy** of certificate(s), letter from the Awarding Body or transcript of credits. If you are applying for APCL for a programme that leads to registration with a

statutory regulatory body, you will also be required to provide evidence of the achievement of practice competencies. The Programme/Pathway Director will provide details of what is required.

- Step 3:** If you are funded by your employer obtain the relevant Budget Holder agreement and signature and return completed form and all attachments to the address on the back of the APL application form. If you are a self-funding student you should enclose a cheque made payable to Canterbury Christ Church University. Please see Fees for amounts payable.
- Step 4:** You will receive acknowledgement of application and original certificates will be photocopied and returned.
- Step 5:** Following review of the application form you will be informed of the outcome by Health Registry.

3. APPLICATION FOR APEL

- Step 1:** Contact the relevant administrator for the programme that you wish to submit a claim for experiential learning for. Contact information can be found on the University WebPages.
- Step 2:** Following advice from the relevant Programme Director complete the appropriate APL application form for the programme you wish to APEL your credits into.
- Step 3:** If you are funded by your employer obtain the relevant Budget Holder agreement and signature and return the APL application form(s) to the address on the back. If you are a self-funding student you should enclose a cheque made payable to Canterbury Christ Church University. Please see Fees for amounts payable.
- Step 4:** The Programme Director will notify you of the name and contact details of an academic facilitator who will support you in preparing your claim through the development of a portfolio of evidence. You should arrange to meet with him/her and a submission date for your APEL claim will be negotiated (this will normally be within 18 weeks of registering your intent to submit a claim).
- Step 5:** When the precise nature of the required evidence has been agreed with the academic facilitator/ Programme Director, this will be confirmed to you in writing. You will undertake the work as planned with support and guidance from your academic facilitator. This will involve identifying some learning outcomes and producing a portfolio of evidence to meet these learning outcomes. The portfolio must include:
- a statement of the Intended Learning Outcomes from which you are seeking exemption. This may be in the form of a mapping tool that clearly indicates how the evidence presented demonstrates achievement of the learning outcomes;
 - your written reflection and evaluation of evidence being produced to support the claim for the accreditation of experiential or prior learning.

The evidence produced to support a claim for the accreditation of experiential learning may include some or all of the following:

- An up-to-date Curriculum Vitae;
- A reference, testimonials or witness statements from your most recent employer;
- Evidence of achievement of the learning outcomes from the workplace, volunteering and similar activities;
- Certificates/evidence of up to date continuous professional development activities e.g. attendance at short courses, conferences, mandatory training such as health and safety
- Evidence of current registration with a Professional or Statutory Regulatory body (if applicable).

You are required to demonstrate to the assessor not only that you have addressed the learning outcomes but that you have the ability to write in an academic style, gather and collate evidence and show the development of an analytical and reflective approach to your practice.

Step 6: Submission of portfolio. You should submit your portfolio by the submission date to the Registry Office (your academic facilitator will be able to advise you where this is).

Step 7: If your APEL claim is successful, your credit will be awarded by the relevant Programme Examination Board and accredited to your programme.

4. REGULATIONS

The relevant programme handbook contains details of all regulations pertaining to the University procedures.

5. FEES

There is a fee for processing APL claims. Please contact Ian Riddell (Faculty Business & Operations Manager) ian.riddell@canterbury.ac.uk for the current fee. Sometimes your employer will pay this for you in which case you will need to obtain the signature of the authorised fund-holder on the application form.

No claim will be processed until the fee, or other funding arrangement is confirmed.

No fee is required from students who wish to transfer Canterbury Christ Church University credit or as part of the 4 HEI Agreement with the following Universities:

UNIVERSITY OF BRIGHTON
UNIVERSITY OF GREENWICH
UNIVERSITY OF SURREY

APCL - £ 140 (2015/16 academic year)
APEL - £ 430 (2015/16 academic year)

Self-funding students should enclose a cheque made payable to Canterbury Christ Church University.

APL Flow Chart

