



SUBJECT: APL and APEL Policy
DATE OF ISSUE: March 2010
FOR ACTION BY: Higher Education Manager
REVIEW DATE: June 2013
TO BE REVIEWED BY: Higher Education Manager
FOR INFORMATION TO: College and HE Partner Institutions

FOLDER REFERENCE NUMBER:

48

1 INTRODUCTION

- 1.1** The policy was first produced in March 2010 and was approved by the Higher Education Board of the College.
- 1.2** This policy provides guidance for the use of the prior learning activities achieved by prospective students in crediting full units or modules on validated higher education programmes delivered by the College. The policy seeks to recognise and reward students for knowledge and skills gained through previous and related studies or experiences gained in their working life. It provides the process through which the accreditation is carried out and recorded in the College and students' records.
- 1.3** The policy will be used in considering all applications for APL (Accreditation of Prior Learning) and APEL (Accreditation of Prior Experiential Learning) for higher national programmes (HNC and HND) and other HE qualifications where the awarding institution permits.

2 BACKGROUND

- 2.1** The College's Higher Education Widening Participation and Higher Education Strategy encourage the admission of students with a variety of educational and personal profiles to participate in higher education. The percentage of higher education programmes in the College that are delivered through a part-time mode of delivery is over 60% and most of the students enrolled on these programmes are mature. To harness and reward the life experiences and previous studies of these students the APL and APEL policy will provide a rational and consistent procedure.
- 2.2** The College admission policy provides the procedure for admitting students onto programmes delivered at the College. The fact sheets for the programmes specify the entry requirements for the programme and the admission process is based on these. The APL and APEL policy is therefore not an admissions policy, but allows for the accreditation of prior learning and therefore may reduce the amount of study that has to be carried out in order to achieve the qualification for which the student has been admitted.

3 BACKGROUND

- 3.1** The APL and APEL policy will be implemented by the APL & APEL Sub-Committee set up by the Higher Education Academic Standards Committee (HEASC).
- 3.2** Composition: The composition of the APL & APEL Sub-Committee will be made up of three members of HEASC:
- Higher Education Manager and
 - Two academic colleagues, members of the HEASC

- 3.3** The APL & APEL sub-committee will meet during the August administration week to consider all applications received up to that period, and again during the last week of September for students admitted in September up to the start of teaching in term 1/semester 1. No further applications will be considered after the second round for programmes that begin in that academic year. Additional meetings of the sub-committee should be held to consider applications for programmes that commence outside this period.
- 3.4** APL can be considered on units achieved on equivalent qualifications in a related field and with a currency of not longer than 5 years. The currency may be deemed to be valid if an intermediary qualification or training at a level equivalent to the one being credited has taken place within 5 years of enrolling on the course. For the APEL process the module/unit/task being accredited should be in the same field and at the same level of experience expected for the course the student is being enrolled on.
- 3.5** The total number of units/modules accredited must not cumulatively be more than 50% of the number of units or credits required for the award of the qualification. For programmes validated by the University partners the limit set by the University will apply.
- 3.6** Information about the APL and APEL opportunities for students will be publicised on the College website, and student handbooks. The deadline for applications will be as indicated in section 3.2. .
- 3.7** The form for use in applying for APL or APEL is given in appendix 1. The form will be made available from the course team or admissions office. The same form will be used across College, any amendments to this form must be approved by the HEASC Committee.
- 3.8** Some awarding bodies may insist that their own APEL/APEL procedures is followed, in this case their process will be used. Where it is optional then the course team will apply the College procedure
- 3.9** The outcome of the APL/APEL process will be communicated to the course team leader 3 days after the conclusion of the decision.
- 3.10** The course team must log the units/modules that have been successfully accredited against the student's records in the College and the programme awarding body and the outcome also communicated to the student. Where the application for APL & APEL fails, the course team must ensure that the student is informed and that the student attends all units/modules required to achieve the full qualification.
- 3.11** The decision of the Sub-Committee is final, but the course team may want to provide further clarification which the sub-Committee is not obliged to accept.

4. MONITORING

- 4.1** The HEASC meetings, student reports and the AMR will be used in monitoring the performance and uptake of the provision.

5. REFERENCES

- 5.1**
- Admissions Policy
 - Widening Participation Strategy
 - Higher Education in Further Education Strategy

Section B		APEL	
Unit title to be claimed	Projects/Reports/Training programmes	Grade awarded (completed by Programme Leader)	
	Comment:		

APL (Total credits or number of units approved)

APEL (Total credits or number of units approved)

Signature of APL & APEL Sub-Committee member:

Name: _____

Position: _____

Date: _____