



# **Courses For You**

**Study Award Winning Courses Online**

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## **ASSESSMENT OF PRIOR LEARNING POLICY**

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**EFFECTIVE DATE** : 1 September 2020  
**REVIEWED BY** : Centre Head  
**NEXT REVIEW** : 1 September 2021  
**POLICY NUMBER** : QA-10

## **ASSESSMENT OF PRIOR LEARNING**

This policy applies when:

- a) An applicant or existing student wishes to gain credit towards an award on the basis that they have prior certified or experiential (normally work-based) learning relevant to the programme concerned.
- b) A student wishes to transfer programmes internally and believes that credits already studied with the training provider are relevant to the new programme.
- c) A student is transferring from a private training provider where closure is imminent, and student has not completed course.

This policy defines the principles by which the training provider will assess applications for accreditation of prior learning and how that credit will be treated when assessing training provider awards, in accordance with this policy and OFQUAL regulations

### **General Principles**

1. Assessed Prior Certificated Learning (APCL) credits are awarded for previously assessed and certificated learning from another Higher Education institution or professional body, or from another programme within the same institution.
2. Assessed Prior Experiential Learning (APEL) credits are awarded for assessed learning through experience in the workplace or elsewhere that is relevant to the specific programme of study.
3. Assessed Prior Learning (APL) is the generic term used to describe both Assessed Prior Certificated Learning (APCL) and Assessed Prior Experiential Learning (APEL).
4. Applicants should normally apply for any APL credit as part of the admissions process. However, credit may be awarded retrospectively at the discretion of the Academic Committee; where an application for assessment of prior learning is received after the applicant has registered for a programme the Training provider reserves the right to consider that application.

5. Credit will be awarded at the discretion of the Academic Committee for previous certificated or experiential learning which is deemed to be equivalent to the learning outcomes of individual modules or some or all of the learning outcomes of programmes of study.
6. The decision to award APL credit is an academic judgement and the training provider reserves the right to reject applications for the award of such credit, where there is insufficient evidence that the applicant's prior learning is adequate and relevant to the programme. The training provider also reserves the right not to award the full amount of credit that has been awarded by another institution for learning undertaken elsewhere.
7. The award of APL credit against an individual module exempts a student from taking that module. It does not exempt the student from any other components of the programme unless specifically stated.
8. Professional or accrediting bodies may specify restrictions in the amount of APL credit that may be awarded on an accredited programme. Should the maximum amount of credit permitted by the accrediting institution be lower than that permitted by the training provider, then the regulations of the accrediting body shall override that of the training provider.

**To be reviewed annually**

## APL Form

### Personal Details

Surname:

Forename(s):

Course Applied for:

### Recent qualification(s)

**Award** *(please tick as appropriate):*

Certificate in Higher Education

Diploma in Higher Education

Foundation Degree

Degree (Ordinary)

Masters

**Evidence** *(please circle as appropriate):*

- Progression report
- Credit certificate
- transcripts

I enclose Academic **Transcripts** (or other documents that are relevant to the course that I have applied for )

*If the following details are not clear from the documents enclosed, you should also complete the following details:*

Institution of study where Prior Learning achieved

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Title of course/programme where Prior Learning completed

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Dates of Study .....to..... Date when you expect to send us confirmed results

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Signature