

# Introduction to Applied Professional Studies (APS)

**Dai Hall**  
**Mike Nicholls**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# In the University of Greenwich

We call the package of learning which leads to an award a “Programme”

Programmes have titles like BSc Economics ....  
....or FD Education studies

Programmes are divided into segments

These are called “Courses”

In other universities they may be called  
modules or units

In this presentation I will use the terms  
“programme” and “course” in the University of  
Greenwich way



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Within the rules for any particular programme , courses may be:

**“Core “ – compulsory**

**“Optional” – you choose from amongst a small range of choice**

**“Elective” – you can chose any course from within the university’s offer**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Also – at the University

**We operate a credit based system**

**120 credits is what a full time student covers in a year**

**Credits are at 4 levels; 1, 2, 3, and M**

**Students gain awards by accumulating credit**

**Credit is usually offered in timetabled courses of 30 credits**

**Courses are free standing – with their own curriculum and assessment**

**The curriculum for a course is set out in “learning outcomes”**

**Once you pass the assessment for a course you are “credited” for it in the computer system**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# APS has a number of courses

**Almost none are core**

**Unlike “normal” courses they are almost never timetabled. We deliver them through tutorials, handbooks and CD s.**

**Generally you can start them and finish them when you like. You negotiate your own deadlines.**

**We do have rules. We will encounter them as we go through this presentation - but there is enormous flexibility**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# **In APS we have:**

**a foundation degree (FD Applied Professional Studies)**

**120 credits at level 1 and 120 credits at level 2**

**an honours degree (either BA or BSc Applied Professional Studies)**

**A further 120 credits at level 3**

**a masters degree (either an MA or MSc Applied Professional Studies)**

**180 credits at level M**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# The masters programme

**Is divided into:**

**.. a PG Certificate (60 credits)**

**.. a PG Diploma (60 credits)**

**...an MA or MSc (60 credits).**

**You enter at the appropriate stage for your  
experience and qualifications.**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# **In APS you can accumulate credit in a number of ways**

**By attending courses at the university**

**By claiming credit for courses done elsewhere**

**By claiming credit for learning acquired through work**

**By undertaking work based learning projects**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Attending “taught” courses at the university

These usually start in September and last until May

They are usually worth 30 credits each

Once you register for one of these you are subject to the rules of the part of the university which is providing the course

If you want to do a course that’s at a higher level than 1 you may need to be interviewed to show that you can manage it.

The university is pretty flexible in these matters – but.....

.....we don’t want to set people up to fail.



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Claiming credit for courses done elsewhere

We call this Accreditation of Prior Course-based Learning (APCL)

There is a tariff of credit ratings that we can look up  
Claiming this credit simply requires you to fill in a form and show us the certificate

If you have enough credit we may decide to admit you straight on to the honours degree or masters degree programme

Another of our rules is that no more than 50% of the value of an award can come from prior learning



*the*  
UNIVERSITY  
*of*  
GREENWICH

# **Credit for learning achieved through work etc**

**We call this Accreditation of Prior Experiential  
Learning (APEL)**

**You prove you have learning by submitting a  
portfolio of evidence**

**There are 2 ways to do this:**

**If you know how to do it you can just submit a  
portfolio and we will judge its quality (level) and  
quantity (number of credits)**

**You can register for a course in which we will  
teach you how do it**

**There are APEL courses at level 1, 2 and 3 -  
each is worth 15 credits**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Work-based projects (WBLP)

These are done by registering for a WBLP course

These are at 15, 30 or 45 credits at levels 1, 2, 3 and M

You begin by preparing a learning proposal – in which you say what the project will be about and what you will learn from it

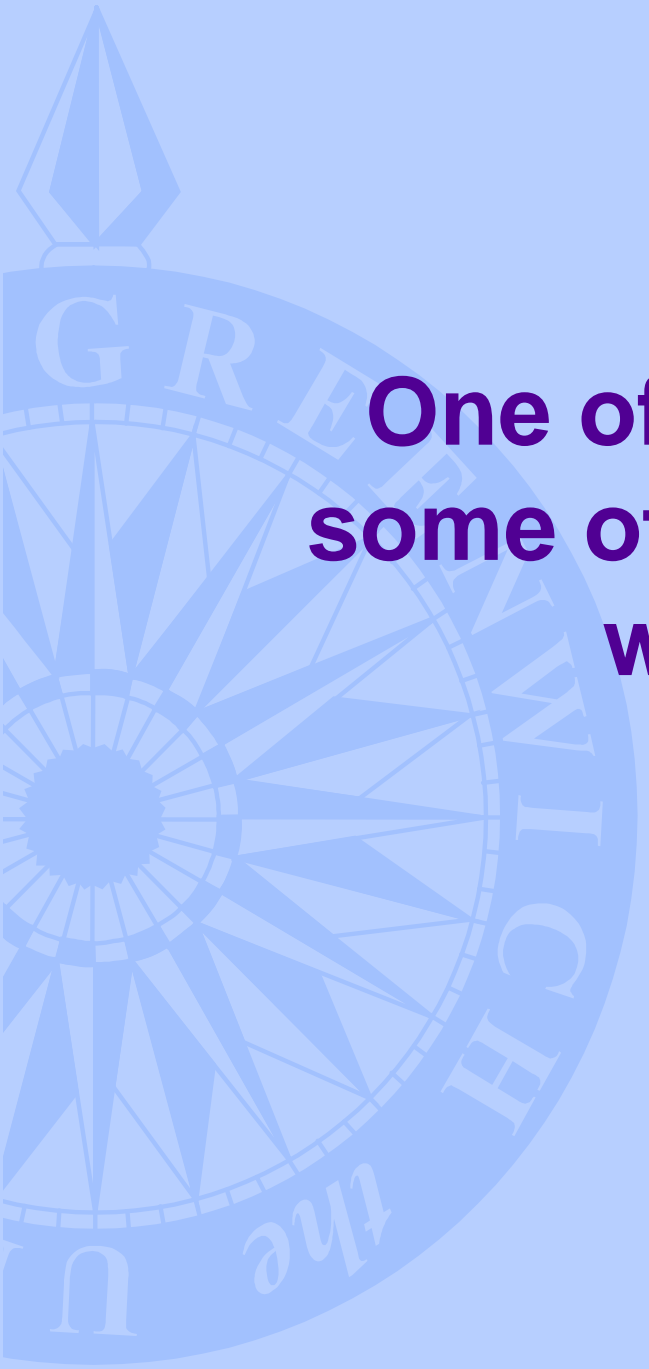
It helps no end if you can gain the support of your manager

Once your tutor approves the proposal you undertake the project and produce a report

You get lots of tutorial support

You hand the report in for marking





**One of our rules is that at least  
some of your credit must be from  
work-based learning**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Personal Development Planning

## 1 and 2

Another of our rules is that, at level 1 and level 2 there is one core, 15 credit, course called Personal Development Plan.

In each of these you reflect on your past, plan for your future and provide a rationale for the way you are going to complete the rest of your programme with us

The contract is signed off by your tutor and your manager

You may be surprised how much you change between level 1 and level 2



# At masters level

**In the Certificate we have a course called “Managing your Professional Development” (15 credits) in which students articulate the rationale for their overall package.**

**If they enter the programme after the Certificate stage they have to prepare a Learning Agreement**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Other APS courses

**We've already covered; Learning Contract, APEL courses and WBLP courses**

**We have some other useful courses:**

**Foundations for Learning 1 and 2 (15 credits) – These are actually taught courses and give you a chance to develop university level study skills**

**You and your workplace (15 credits at level 1) – a project based course which is an excellent way to develop your research skills and independence as a learner**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Tool kit

**In Applied Professional Studies no two students follow the same package of learning and they can start at any time – we don't have classes as such**

**So what we offer all level 1, 2 and 3 new students is the chance to attend a free 8 week “Tool-kit” package**

**It covers both Foundations for Learning courses as well as introducing you to the whole process of APEL and projects**

**It is entirely optional – you can manage without it – but almost every one does it**

**We also have a Masters tool kit.**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# The academic year

**You can start APS whenever you like**

**The only exception to this is taught courses in other parts of the university – clearly you can only start these when they start – usually September**

**We offer a Toolkit package each term**

**If you don't want to do these you can start working (on learning Contract – APEL or projects) as soon as you are allocated to a tutor – it's all done in one to ones**

**We don't stop in the Summer – this is a 52 week a year programme**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Marking and grading

All courses in the University are assessed and the assignments graded

In APS we provide a marking matrix for all our courses– on this we list a range of areas we consider when marking

e.g. “Integration of theory and practice”

We then provide a range of grade criteria for these

e.g. “Integrates theory and practice showing creative thought” (70 - 79% at level 3)

When we mark we tell you how you have done in each area



# Keeping track of your progress

We have designed a form which you and your tutor use to record the way you accumulate your credit as you work through the programme.

We call it the “Record of Achievement”.

It is maintained on Excel ©

We use different colours to mark exactly where you are in your progress through the package.



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Fees 2010/11 – 1

**If you wish to obtain an honours degree – and you are starting from the beginning- you begin by “doing” the Foundation degree first.**

**This is 240 credits. Once this is completed you can move on to the honours degree – a further 120 credits.**

**If you are awarded credit for prior learning the actual cost of your programme will be reduced by the fee for the number of prior learning credits you were awarded.**

**If you admitted directly to the Honours degree part of the programme you will only pay the fee for that part of the programme.**



*the*  
UNIVERSITY  
*of*  
GREENWICH

# Fees 2010/11 – 2

The 2010/11 fee for a foundation degree is £460 per 30 credits.  
This would be £3680 for the entire programme.

The 2010/11 fee for an honours degree is £660 per 30 credits.  
This would be £2640 for the entire final year of the programme.

The 2010/11 fee for a masters degree is £650 per 30 credits.  
This would be £3900 for the entire programme.

In each case, when you register you are charged for 30 credits, from then on you are charged, as you go, for each course for which you register.

