



GUIDELINES FOR STUDENTS CLAIMING APL/APEL/APCL

Last updated April 2011

1. Principles and Regulations

Regulations concerning the accreditation of prior learning are to comply with *The University of Greenwich Academic Regulations for Taught Awards* (November 2010 and updates). We are also applying the *Guidelines on the Accreditation of Prior Learning* published by the Quality Assurance Agency (QAA) in September 2004 to be found at www.qaa.ac.uk/academicinfrastructure/apl

2. Accreditation of Prior Learning (APL)

Awarded when it is clear that an applicant has fulfilled some of the progression and assessment requirements of the programme by certificated or uncertificated means, other than by attendance on the planned programme. An applicant may be admitted with advanced standing as a student to any appropriate point in the programme and exempted from part of the requirements for an award. Such accreditation is a matter of academic judgment. For details of the decision making process see Academic Quality Assurance Handbook.

3. Accreditation of Prior Experiential learning (APEL)

A student is entitled to claim credits towards an award on the basis of relevant prior learning arising from personal or professional experience which has occurred outside a formal course of study.

4. Accreditation of Prior Certificated Learning (APCL)

A student is entitled to claim credits towards an award on the basis of relevant prior (and assessed) certificated learning.

5. Academic levels and credit framework:

The University delivers its academic provision within a Credit Framework which enables you to gain recognition for your prior learning and experience. The Credit Framework requires all certificate, diploma, degree or higher degree awards to be defined at levels 0, 4, 5, 6, or 7, and exemption is awarded against these awards/levels. Briefly:

Level 0 (Access to Higher Education) claims should demonstrate:

Prior experience/learning equivalent to a programme of study which has been developed to allow you to progress to higher education.

Level 4 claims should demonstrate:

Prior experience/learning which encompasses basic competence, skills, knowledge and aptitudes appropriate for an autonomous student within higher education.

Level 5 claims should demonstrate:

Prior experience/learning which encompasses an extension and depth of knowledge beyond level 4, through the use of a conceptual framework and including an analysis of relevant existing theoretical and/or practical knowledge.

Level 6 claims should demonstrate:

Skills, knowledge and understanding have been developed to a standard equivalent to the final year of a degree programme.

An ability to synthesise knowledge, skills and competence and to utilise tools of analysis and evaluation. The development of the individual's distinctive professional development, where appropriate.

Level 7 (Master level) claims should demonstrate:

An ability to reflect on the significance and inter-relationship of knowledge derived from experience and knowledge through scholarship.

- The formulation on the basis of such reflection of original ideas and/or innovative proposals;
- The ability to initiate change on the basis of such informed ideas/proposals. Such action could refer to personal professional practice or a wider context;
- The ability to do the above with a reasonable amount of autonomy, which demonstrates an ability to plan and organise professional development.

The following sections are the relevant extracts from the University Academic Regulations for Taught Awards – Nov 2010.

6. Limits on the amount of credits that can be recognised through the accreditation process:

‘The admittance of students with advanced standing should not normally exceed 50% of the credit requirements for the particular named qualifications to be pursued. However, where a close match between the curriculum coverage, academic level and credit volume of a *specified* feeder programme can be clearly demonstrated, the validated admissions criteria for the programme may allow students to progress with advanced standing beyond 50%, but normally no more than 66% of the total credit value of the award. Exceptions to this should be agreed by Academic Council’.

7. Transfer from one programme to another:

In framing the regulations for admissions, provision shall be made for a student to transfer from one programme to another by giving specific credit, subject to authorisation by the programme leader.

8. Transfer from another institution:

In general, it shall be possible for applicants who have successfully completed the whole or part of a degree or other programme of higher education at an appropriate institution in the United Kingdom or elsewhere to be admitted with specific credits at an appropriate point to a programme of study. Transfer of credits shall be subject to any limitations imposed by relevant professional or statutory bodies.

9. Accreditation of Prior Learning/ Direct Entry and final results for an Honours degree (level 6):

Where a student has undertaken only the final stage at the University of Greenwich, the Honours classification will be based on the stage 3 Grade Point Average.

10. Accreditation of Prior Learning and record on the student transcript:

When a student has been admitted with direct entry to a specific stage of a programme, this will be clear on the transcript. Credits previously gained will not be detailed on the transcript.

Exemption can only be granted for whole courses and not for parts of courses. When exemption is granted for a course on the basis of APL/APCL/APEL, the course will be recorded with the code ‘T’ (for transfer of credits) on the Banner Web record and on it will be clearly identified on the transcript. There will be no mark attached to that course.

11. Eligible credits

Credit may be awarded for:

- University of Greenwich courses taken in another School;

- Courses or parts of courses completed in other Higher Education Institutions including the transfer of studies from other Institutions;
- In-house activities offered by employers;
- Staff development activities provided by local authorities, professional organisations or other agencies;
- Relevant individual and professional experience including education and training, development planning, curriculum development, staff development, research and project work.

Therefore, credit is available for certified learning, APL/APCL, or non-certified experience, APEL, or a mixture of both.

12. Currency of learning and time limit for the recognition of prior learning

In looking at claims for accreditation of prior learning, the school will ensure that the learning outcomes already achieved have academic currency... Appropriate work may be accredited when done within the period of registration, as well as prior to it. Normally credit can be given retrospectively for a **maximum period of five years** in the cases of courses attended (Accreditation of Prior Certificated Learning). This means that awards gained or courses (modules) that have been passed more than five years before the student enrolls cannot be counted towards a claim for APL/APCL. Prior experiential learning (APEL) may be relevant over a longer period, providing the applicant can demonstrate a process of development and relevance to the present.

13. How to claim credits

At all times the onus is on you to furnish the necessary **evidence** of entitlement to advance standing. For APL/APCL claims relating to certificated learning this should include evidence of completion together with any evidence of the grades you have achieved. For unaccredited courses or experiential learning evidence of its appropriateness and congruency with the aims and learning outcomes of the Course(s)/Programme should be submitted. This may take the form of a reflective account of how the courses/experience has resulted in learning which has contributed to a process of individual/professional development. You should consult the student handbook to identify the relevant Courses, the outline syllabus and standard of work expected, compare this information with your prior (experiential) learning and make a claim accordingly.

Each claim must be substantiated by an **application form** available from The School Office (Mansion Site, Avery Hill) and should be discussed with your Programme Leader who will advise you on any additional documentary requirements. Where a claim is based purely on experiential learning you will normally be required by the Programme Leader to submit a detailed portfolio of evidence.

14. When to submit your claim

Claims should be submitted to the Programme Leader prior to the commencement of the course(s) you are seeking exemption from. Where this is not possible, for example if you are a new student to the University, submissions should be made **no later than two weeks** after the commencement of delivery

15. Notification of the result of your application for credit exemption

You should not assume that you are exempt from any course until your claim has been formally accepted and you have been notified in writing. Tutors or academic staff may tell you verbally that you will be exempted from a course, but do not take their word for it. This will only be ratified by the Progression and Award Board when your claim has been accepted in writing.

All claims will be dealt with in accordance with the University procedures, and you will be informed of the decision regarding exemption by the School.



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GREENWICH**

The School of Architecture & Construction

Application for Accreditation of Prior Learning (APL) and/or Accreditation of Prior Experiential Learning (APEL) and/or Accreditation of Prior Certificated learning (APCL)

Student Name	
Student ID	
Correspondence Address	
Telephone	
Email	
Programme Title/Number	
Mode of Study	Full-Time / Part Time / Distance Learning
Stage /year	Stage 1 2 3 Year 1 2 3 4 5 6
Date of Application	

Details of Courses in lieu of which accreditation are applied for:

Course Code	Credit Value	Level	Course Title	In which academic session will the student be attached to each course

School Decision

Programme Leader's Decision:	For Director of Learning & Quality
Signed _____ Date _____	Signed _____ Date _____
Name:	

If you are applying for Accreditation of Prior Experiential Learning, please give as follows:

Course(s) for which exemption is applied	Reference to Portfolio/Evidence presented for APEL Application	Programme Leaders Evaluation

<p>I declare that the information given here is true: Student's Signature: _____ Date:</p>	<p>I have seen the original documentation (certificate/ transcripts/ letter from employers etc.) and a copy is attached signed by me. Programme Leader's Signature & Name: _____ Date:</p>
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Course(s) for which exemption is applied	Reference to Portfolio/Evidence presented for APEL Application	Programme Leaders Evaluation

<p>I declare that the information given here is true: Student's Signature: _____</p> <p>Date:</p>	<p>I have seen the original documentation (certificate/ transcripts/ letter from employers etc.) and a copy is attached signed by me. Programme Leader's Signature & Name: _____</p> <p>Date:</p>
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Declaration

Please be aware that there is a restriction on the amount of AP(E)L that you can be awarded, therefore please answer the following question very carefully:

Have you previously claimed AP(E)L for any part of this, or any other Programme?

YES / NO

If “YES” please give details in the summary below

Summary of Claim

You should use this space to write in support of your claim

(If you require more space please continue overleaf.....)

I declare that the information given here is correct

Student’s Signature: _____ **Date:** _____

Programme Leader/Director of Learning & Quality Evaluation/Response

(If you require more space, please continue overleaf.....)

I declare that the information given here is correct

School Signature: _____ **Date:** _____