

Procedure for Accreditation of Prior Learning (APL) (HE)

1. Introduction

- 1.1. Accreditation of Prior Learning (APL) – allows for a student to demonstrate that they can meet the required assessment criteria through the knowledge, understanding or skills they already possess without undertaking a whole programme of learning.
- 1.2. The purpose is to widen access and create additional opportunities for the recognition of the individual's achievements. It may also help to develop assessment practice by opening up a wider range of assessment instruments and methods that are more responsive to the needs of individuals.

2. Scope

- 2.1. APL is acceptable for accrediting a module, units or a whole level of qualification. There are no time-scales for APL but the student must show current competency. They must submit sufficient, reliable and valid evidence for internal standards and quality assurance purposes.

3. Definition of APL

- 3.1. A method of assessment that considers whether a student can demonstrate that they can meet the assessment requirement for a unit/module/part programme.
- 3.2. APL can be through knowledge, understanding or skills already possessed and does not need to be developed through a course of learning.
- 3.3. The definition of APL is quite specific and relates to assessment leading to the award of credit.
- 3.4. Assessment of APL is conducted against the learning outcomes and assessment criteria of a unit/module and is subject to exactly the same quality assurance requirements as any other kind of assessment within the programme.
- 3.5. A pro-rata student discount will be applied for any modules with approved APL.
- 3.6. An administration fee of £50 may be charged per application. Any costs to obtain transcripts or certificates are the applicants responsibility.

4. Responsibilities

- 4.1. For HE programmes the Head of Higher Education Faculty (HOF) has the overall responsibility for monitoring and approving APL decisions.
- 4.2. The HE Academic Lead (HEAL) is responsible for ensuring that academic staff are aware of college policy and procedures for APL.
- 4.3. Programme Leaders (PLs) are responsible for the identification of students eligible for APL, assessing and submitting the evidence presented.
- 4.4. The HOF is responsible for ensuring that all documentation is completed accurately and for confirming the assessment decision.
- 4.5. All approvals must be recorded by the HE Administration Officer.

5. Method

- 5.1. The PL will make the student fully aware of the APL process, which includes; the process of claiming credit, sources of support and guidance to make a valid claim, the evidence required, the relevant application form to complete for the validating institution of the programme and the college appeals process (op 2.01).
- 5.2. Assessment must be valid and reliable to ensure the integrity of both the award of credit and the APL system as a whole. The assessment process for APL must be subject to the same quality assurance procedures of awarding organisations/University Partner as any other assessment process.
- 5.3. The HOF will ensure the HE Administration Officer and Management Information System Manager are aware of any credits approved through the APL process and ensure student records are updated. Appeals against decisions for APL will be dealt with in accordance with the College appeals procedure (op 2.01).

6. Direct Entry

- 6.1. It should be noted that students being granted automatic entry onto the second or third year of a course after having completed a lower level course must be accredited with prior learning and PLs must follow this procedure accordingly.
- 6.2. All APL application in relation to Higher Education provision must be assessed and processed in accordance with the criteria and procedures of the awarding institution's regulations.
- 6.3. The University of Hull
The process is referred to as Recognition of Prior Learning (RPL) at the University of Hull. The PL should complete the UoHull RPL Application Form (CQD24) and forward this to the HOF who will then review the application. If approved, the HOF

will sign the form and forward a copy to notify the University via the HE Administration Officer. The student will then receive written confirmation of the outcome.

Award	Credits for award	RPL Permitted	Final stage
Certificates in HE	120	60	(Single stage)
Foundation Degree	240	180	Final 60 credits of intermediate level
Honours Degree	360	240	Honours stage
Masters	180	120	Masters

The University regulations can be found at the link below:

<https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/docs/quality/assessment/ucop-recognition-of-prior-learning-v2-12.docx>

6.4. The University of Huddersfield

The first step is for the student to talk to the Programme Leader. The Programme Leader will help identify the level and amount of academic credit that may be claimed and identify what evidence is required. The student must then decide if they wish to:

- Make an APL and/or APEL claim
- Gather the evidence required
- Meet the stipulated deadline (a claim must be approved before the end of the first term of study, normally within 12 weeks of enrolment)

The University of Huddersfield regulations relating to APL/APEL can be found at the link below:

<https://www.hud.ac.uk/undergraduate/how-to-apply/apl/>

6.5. University of Lincoln

All applications for APEL should normally be made prior to the student's date of enrolment and usually as part of the admissions process. All claims should be submitted using the Lincoln APL Application Form (CQD24). The PL will review the application and forward to the relevant HOF. If approved, the HOF will sign the form and forward a copy to notify the University via the HE Administration Officer. The student will then receive written confirmation of the outcome.

Maximum credit allowed for APL:

Award	Tariff/Credit (level)	Maximum APCL/ APEL credit that may be awarded
Certificate of Higher Education	120 (level 4 - year 1)	75 (level 4 - year 1)
Foundation degree	240, with at least 120 at level 5 – year 2	120 (level 4 - year 1) 30 (level 5 – year 2)
Honours degree	360, with at least 60 at level 6 – year 3 and 120 at level 5 – year 2	120 (level 4 - year 1) 120 (level 5 – year 2)
Masters	180 (Level 9 - Masters level)	120

The University of Lincoln regulations relating to the admission of can be found at the link below:

[Accreditation of Prior Learning Policy - Guidelines for Applicants](#)

6.6. Pearson HNC/D qualifications

The students should complete the HNC-HND APL Application Form (CQD24).

7. RELATED DOCUMENTS

HNC-HND APL Application Form CQD24

UoHull RPL Application Form CQD24

Lincoln APL Application form CQD24

HE Academic Appeals OP 2.01

QAA Guidelines on the Accreditation of Prior Learning

Hull University Code of Practice Recognition of Prior Certificated and Experiential Learning

University of Lincoln Accreditation of Prior Learning (APL) Guidelines for Applicants

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By: Assistant Principal HE

Procedure Approval

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Date: October 2022	Signature: 