

Accreditation of Prior Learning - Briefing for Staff

Accreditation of Prior learning

If a student makes a claim for APL which demonstrates previous study or experience equivalent to HE level (by review of appropriate evidence), then the Admission Tutor / Course Leader can make a decision to approve the claim if it is relevant to the programme of study for which the student is enrolling or has enrolled. This normally takes place as part of the admissions process or as soon as practicable after enrolment.

Decisions re admission of students including accreditation of prior learning are governed by academic regulations – Section E.4 The Academic regulations can be found by following [this link](#) to the Sharepoint Resource centre for SASS.

Admission and post enrolment decisions both involve the evaluation of each students' evidence of prior learning to determine the exact number and level of credits which will be entered onto the student record as APL (this could be certificated or experiential learning).

The student's programme of study and their achievement is confirmed through Assessment Boards (module, progression and award boards). These ensure that the student progress through their course is monitored by internal and external examiners, and recorded accurately so that each student demonstrates that all the requirements of the programme specification have been met in order to achieve their award.

How do we make sure that all students with evidence of previous learning meet admission, APL and award regulations?

1. Selection of students for admission with credit

The Admissions process, together with open days and applicant days, offer the ideal opportunities for staff to discuss the programme requirements with applicants, outline the module and course content and examine any potential match between the student achievements to date and the learning outcomes of the programme they wish to study.

Admission tutors can make decisions about the stage or year of the programme at which a student enters based on the admission requirements of the programme by review of the evidence provided by the applicant that demonstrates the student has completed previous relevant learning at an appropriate HE level. You should refer to programme specification and/or centrally held Course entry requirement on Sharepoint via [this link](#).

Some programme specifications include clear statements about admission with credit to a programme from e.g. UK or international collaborative agreements (articulation or franchise); a tariff which recognises prior learning which is already known to be equivalent to an element of a programme; or when a student is progressing from a

lower level award to a higher level award where the assessment history is potentially reapplied to the new award.

Grades are only recorded for previous study at UCLan .

Admission tutor / course leader records decision on Form APL 1

- Reviews student's evidence for the award of credit.
- Completes form as authorisation to input/re-apply credit and attaches evidence to support decision making or confirms the evidence is held and has been seen.
- Sends to International Office, Admissions Office
- Relevant office inputs the credit onto the student record from form if signed by admission tutor / course leader
(NB. This audit trail of decision making is crucial. E-mails are not acceptable alternatives).
- Form APL1 and evidence returned to school with student admissions file to be held with record of enrolment.

2. Students requesting a transfer

When students transfer from one UCLan course to another without having exited with an award:

Admission tutor/course leader for both the old and the new programme complete Form Notification of Student Transfer (form contained [here](#))

3. Post Enrolment

Although a student should , wherever possible, present evidence of prior learning as part of the admission process, a post enrolment APL claim can be submitted for either certificated or experiential learning. The APL coordinator is available to support academic staff in their decision making and provide advice to individual students regarding their claims.

Claims may fall into one of the following categories:

Certificated Learning

- Review student handbook for "Preparing a claim for credit using prior **certificated** learning"
- Students use form APL 1 to obtain authorisation from the Course team that the claim is appropriate and to actively apply for the credit to be awarded.
- On receipt of the application form the APL Administrators will tie up confirmation and justification of the award from the relevant Academic and arrange for the credit to be input on to the Student profile.

Experiential Learning for Specific Module/General Course level accreditation

- Review Student Handbook to “Gain credit for previous learning through reflection on and evaluation of experiences” – for **specific module or general course level accreditation**
- Students use form APL 1 to obtain authorisation from the Course team that the claim is appropriate and to actively apply for the credit to be awarded.
- On receipt of the application form the APL Administrators will request confirmation and justification of the award from the relevant Academic and confirm any portfolio deadlines if appropriate.

4. Responsibilities of Assessment Boards

The assessment board supported by the external examiner is responsible for ensuring the academic coherence and rigour of each award has been achieved by each student.

Progression boards are particularly responsible for reviewing the ongoing progress of students ensuring that they remain on target to complete the award on which they are enrolled. It is important that course leaders include in their review of student records prior to each assessment board, a review of students' progress toward achieving their declared intention to complete APEL claims. The APL coordinator will be able to confirm student activity if queries emerge.

The assessment process for APL claims includes internal assessment of all claims and sampling of student work (APEL claims) by internal moderation and external examining process.

Summary of responsibilities:

WHAT type of credit is being awarded?	WHO makes the decision ?	WHEN should the decision be made?	HOW is the decision recorded?
Admission with credit	Admissions Tutors on form APL1	As part of the admissions process	By admissions office within 6 weeks of enrolment
Admission with credit international students	Admissions Tutors on form APL1	As part of the admissions process	International Admissions Office within 6 weeks of enrolment

Admission with credit not processed by Admissions office	Admissions Tutor/Course Leader on form designed for bulk processing (contact APL Unit)	As part of the admissions process	School office within 6 weeks of enrolment
Tariffed/Articulated APL	Admissions Tutor/Course Leader on form designed for bulk processing (contact APL Unit)	As part of the admissions process or within 6 weeks of starting the course	School Office within 6 weeks of enrolment
Post enrolment APCL	Course Leader or nominee on form AP(C)L 2	Within 2 days of receiving the request from the APL Unit	APL Unit within 6 weeks of enrolment

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If you have any comments or queries about the information held within this briefing paper, please contact APLUnit@uclan.ac.uk