UNIVERSITY of CUMBRIA ACADEMIC PROCEDURES AND PROCESSES

APPENDIX 6

Procedure for the award of Credit for Prior Learning (APL)

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Note: This section should be read in conjunction with the Academic Regulations C6 (Accreditation of Prior Learning)and staff guidance on APL

1.   Credit Exemption Allowances

Award type	Credit requirement for this award	Max APL allowance
Postgraduate Awards		
1. Masters (Taught) (MA; MEd; MSc; MBA; LLM)	180	120
2. Postgraduate Diploma (PGDip)	120	60
3. Postgraduate Certificate (PG Cert) (including PGCE)	60	40
Graduate Awards		
4. Graduate Diploma	120	60
5. Graduate Certificate (including PgCE)	60	30
Undergraduate Awards		
6. Honours Degree (BA; BSc; BEng; LLB (Hons))	360	240
7. Ordinary Degree (BA; BSc; BEng; LLB)	300	200
8. Top-up Degree (Hons)	120	60
9. Foundation Degree (FdA; FdSc; FdTech; FdEng)	240	160
10. Diploma of Higher Education (Dip HE)	240	160
11. Diploma in Professional Studies	120	60
12. Certificate of Higher Education (Cert HE)	120	60
13. Foundation Certificate	120	60
Other Awards		
14. University Advanced Diploma	60	30
15. University Diploma	60	30
16. University Certificate	60	30

17. University Award	APL permitted in up to 50% of a University award consisting of more than one module

1.1 Exceptions:

In the case of specialised programmes which are governed by the standards and competences of a professional body the above APL limits may be superseded by specific entry requirements set out in the validation document for the programme.

2. Application for Credit

2.1 Students are permitted to apply for APL at any time during the course of the award providing the credit limits have not been exceeded and shall be subject to Academic Regulation C6.5.

2.2 Retrospective claims for APL from students who are no longer registered for a University award will not be considered.

2.3 Claims must be made in English. Any certificated evidence from another language medium must be provided in the original format and with a translated copy. Both the original language and translated copies must be authenticated by the issuing institution and signed by its senior academic officer. It is the student's responsibility to provide such evidence and to bear the cost of this process.

2.4 Application Process

2.4.1 Students shall be notified of APL arrangements at the time of enquiry for the programme either personally or via the published admissions literature, and shall be informed of the APL application procedure as part of the admissions process where appropriate. It is the student's responsibility to apply for APL and all claims must be appropriately evidenced and forwarded to the University APL Officer. A Student Guide to APL is available on the university website.

2.4.2 Students who apply for APEL may be required to undertake a tutorial with the Programme Leader who will consider whether the student has a case for proceeding with the APEL application and will make a recommendation on the appropriate evidence required to support the application. In order to proceed, the APEL application must be supported by the Programme Leader. APL claims may be made either on admission to or during the programme and must be made via the University's APL Procedures.

3. Assessment of APL

3.1 APCL will be accepted per se from British HEIs. ECTS and US credits will be accepted as set out in relevant national frameworks.

3.2 Learning which is to be accredited should be deemed current by the assessors.

3.3 APEL will be assessed by two internal assessors. A sample of work submitted for APEL (including all fails) will be subject to scrutiny by external examiners, as for other assessed learning.

3.4 Appeals will be considered under the Appeals Procedures of the University of Cumbria.

3.5 **Assessment Process**

3.5.1 The assessment of APL claims will be undertaken by academic staff who teach on the modules/programmes against which APL is being sought. Claims are processed by the APL Officer and, once approved, are recorded on the University's student record. For auditing purposes, the approver's name will be logged against the credit record.

3.5.2 APEL may be evidenced via portfolios, interviews, vivas, auditions, artefacts, diagnostic assessments etc. The criteria for assessment will include consideration of validity, reliability, sufficiency, currency and authenticity.

3.5.3 Additional evidence may be requested to support applications where necessary.

3.5.4 All APL outcomes will be ratified by the relevant Assessment Board. Required bridging work arising out of APL will be reported to an Assessment Board.

4 **Quality Assurance Processes**

4.1 Regulations, procedures and policy development in respect of APL will be considered via the Student Success and Quality Assurance Committee in line with arrangements for other regulatory and standards issues.

4.2 All necessary actions to ensure that the student's claim has been appropriately actioned are the responsibility of the APL Officer who will also monitor standards, parity and consistency.

4.3 All APL exemptions are recorded on the student records system by the APL Officer, and are presented to the University Assessment Boards via the normal assessment process.

4.4 Student feedback may be collected as part of student satisfaction surveys.

4.5 Staff undertaking the assessment of claims will receive appropriate guidance. A Staff Guide to the assessment of APL is available from the APL Officer and on the university StaffHub Corporate Library.

5 **Roles**

5.1 **Collaborative Provision Sub-committee**

APL Functions of the CPSC

- To maintain an institutional oversight of articulation arrangements

5.2 **APL Officer**

5.2.1 The role of the APL Officer is:

- To act as the first point of contact for initial enquiries

- To provide information on process, portfolio guidelines, APL application procedures

- To administer and manage all applications for APL, including all necessary correspondence

- To check all certification evidence and liaise with Admissions colleagues and Apprenticeship Team colleagues in processing full time course offers with advanced entry point

- To record APL on SITS, and to ensure all necessary actions are undertaken, tracking the outcome of all APL claims
- To liaise with course/module tutors as appropriate, and the Apprenticeships Team as appropriate
- To offer guidance on the evaluation of credit of external programmes
- To maintain case law log

6 Fees

6.1 Fees are reviewed and published on an annual basis.

6.2 No fees for APL may be charged for learners seeking exemption from elements of Apprenticeship programmes.

7. Internal Transfer

7.1 Programme Leaders have responsibility for approving internal transfers.

7.2 The receiving Programme Leader will consider any transfer request, taking into account any core requirements for the programme. The transferred credits will normally appear on the student's transcript.

7.3 All internal transfers are recorded on the student records system and are presented to the University Assessment Boards via the normal assessment process.

8 Process for APL Case Law Requests

8.1 APL Case Law can be established for specific qualifications if this has not already been addressed at course validation stage via, for example, an Articulation Agreement. This process may be used if it becomes apparent that a specific qualification overlaps considerably with part of a UoC programme of study. This process is also a mechanism to recognise non-credit bearing, eg professional, qualifications in order to award appropriate credit as standard practice.

8.2 If the qualification an academic wishes to recommend credit for is recognised as part of the National Qualifications Framework (NQF), a mapping exercise should be completed by the academic to demonstrate a sufficient match of the learning outcomes between the programmes. This should be accompanied by a cover sheet explaining the context of the recommendation. As we value the judgment made on equivalency and credits by the NQF, the level and volume of credit to be awarded do not need to be evidenced. However, External Examiner approval of the recommendation should be sought and signed off by the Dean for Student Success.

8.3 If the qualification an academic wishes to recommend credit for is **not** part of the NQF (e.g. Professional Qualifications/In-service/WBL training) the mapping exercise also needs to address the academic level and volume of credit in addition to the matching of learning outcomes. In such cases therefore scrutiny is required by a second independent verifier who should prepare a report for final approval and forward to the APL Office. The independent internal verifier should be from a different Institute where possible. In addition, as in 8.2, External Examiner approval of the recommendation should be sought and signed off by the Dean for Student Success.

8.4   If the independent verifier or AAP colleagues require further information to support the recommendation, this will be requested directly.

8.5   If the recommendation is not approved, the case law request will be abandoned. Individual cases or requests will be dealt with via normal APL procedures.

8.6   If the recommendation is approved, the details will be added to the Case Law document [see appendix 4 of the Staff Guide].

9.   Review of procedures
The University will review these procedures periodically.

Re-use of Credit Table

Award Aimed For	Award already achieved														
	Masters	PgDip	PGCert	Grad Dip	Grad Cert	Hons Degree	Ord Degree	Top up Degree	FD	Dip HE	Dip Prof Studies	Cert HE	UniAdv Dip	Uni Dip	Uni Cert
Masters	60	120	60												
PgDip	60	40	60												
PGCert	30	30	20												
Grad Dip				40	60	60	60	40					60		
Grad Cert				30	20	30	30	30					60		
Hons Degree				40	20	120	100	40	240	240	240	120	60	60	60
Ord Degree				40	20	120	100	40	200	200	200	120	60	60	60
Top up Degree				40	20	60	60	40					60		
FD				DC 40	DC 20	DC 120	DC 100	DC 60	80	80	80	120	DC 60	60	60
Dip HE				DC 40	DC 20	DC 120	DC 100	DC 60	80	80	80	120	DC 60	60	60
Dip Prof Studies(*)				DC 40	DC 20	DC 60	DC 60	DC 60	80	80	40	120	DC 60	60	60
Cert HE				DC 40	DC 20	DC 60	DC 60	DC 60	DC 60	DC 60	DC 60	40	DC 60	DC 60	60
UniAdv Dip				30	20	30	30	30					20		
Uni Dip				DC 30	DC 20	DC 30	DC 30	DC 30	30	30	30		DC 20	20	
Uni Cert				DC 30	DC 20	DC 30	DC 30	DC 30	DC 30	DC 30	DC 30	DC 30	DC 20	DC 20	20

	Indicates where level and total credits for each award are the same therefore re-use limited to one third of credit
	Indicates where reuse is not permissible, because the award aimed for is at a higher level
	Indicates where credit is not normally re-used
DC	Possible to down count credits to lower level

To be eligible for exemption, prior learning must match module learning outcomes.

Principle: Compare the re-use limit for the existing award against the credit exemption allowance for the intended award and use the lower figure.

(*) Students would require 120 credits at Level 4 for entry to the DPS

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