

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

This section should be read in conjunction with the Academic Regulations C7 (Accreditation of Prior Learning) and E4 (Advanced Entry).

1 Credit Exemption Allowances

1.1

Award type	Min credit requirement	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. Extended Graduate Diploma	180	120
5. Graduate Diploma (including PGCE)	120	60
6. Graduate Certificate	60	30
Undergraduate Awards		
7. Honours Degree (BA; BSc; BEng; LLB (Hons))	360	240
8. Ordinary Degree (BA; BSc; BEng; LLB)	300	200
9. Top-up Degree (Hons)	120	60
10. Foundation Degree (FdA; FdSc; FdTech)	240	160
11. Diploma of Higher Education (Dip HE)	240	160
12. Diploma in Professional Studies	240	160
13. Certificate of Higher Education (Cert HE)	120	60
14. Foundation Certificate	120	60
Other Awards		
15. University Advanced Diploma	60	30
16. University Diploma	60	30
17. University Certificate	60	30
18. University Award	APL permitted in up to 50% of awards consisting of more than one module	

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programmes which are governed by the standards and competences of a professional body the above APL limits may be superseded by specific entry requirements set out in the validation document for the programme.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 C7.5.5.
- 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 course 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 in Recruitment and Admissions. A Student Guide to APL is available from the APL Officer and on the university website.
 - 2.4.2 Students who apply for APEL are required to undertake a tutorial with the Faculty APL Co-ordinator (FAC) or Course 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 (see Section 3.5.2). In order to proceed, the FAC or Course Leader will submit a form confirming their recommendation to the APL Officer.
 - 2.4.3 APL claims may be made either on admission to or during the course and must be made via the University's APL Procedures. The process is described in the flow charts in Attachment 1 at the end of this document.
 - 2.4.4 Exceptional cases will be referred to the Standing APL Panel for approval.

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 Portfolios 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, with the support of the FAC. 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 as and when required by the relevant PRSB.

4 Quality Assurance Processes

- 4.1 Regulations, procedures and policy development in respect of APL will be considered via the Academic Regulations Subcommittee (ARSC) and the Academic Standards Committee (ASC) in line with arrangements for other regulatory and standards issues.
- 4.3 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.
- 4.4 All APL exemptions are recorded on the SITS database by the APL Officer, and are presented to the Faculty Assessment Boards via the normal assessment process.
- 4.6 Student feedback will be collected as part of student satisfaction surveys.
- 4.7 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 website.

5 Roles

5.1 Standing APL Panel

5.1.1 Membership

The Standing APL Panel shall comprise:-

- APL Officer
- Relevant Faculty APL Coordinators
- Relevant Course Leader / Admissions Tutor
- Member of the Academic Office

Note: Additional members may be co-opted to attend specific meetings as appropriate.

5.1.2 Functions

The function of the Standing APL Panel is to consider and make recommendations on exceptional cases.

5.2 Faculty APL Co-ordinator (FAC)

The role of the FAC is:

- To promote understanding of APL concepts, regulations and procedures within the Faculty
- To offer guidance and support to academic staff on APL issues in relation to the validation of programmes, APL regulations and the assessment of APEL claims
- To provide a link with the APL Officer
- To be a member of the Standing APL Panel

5.3 APL Officer

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, certificate checking, offer letters to students
- To record APL on SITS, and to ensure all necessary actions are undertaken, tracking the outcome of all APL claims
- To liaise with FACs and course/module tutors as appropriate
- To offer guidance on the evaluation of credit of external programmes
- To provide the secretariat and undertake all necessary preparation for the Standing APL Panel
- To maintain case law log

6 Fees

The University will not charge fees for the assessment of the accreditation of prior certificated learning (APCL) but will charge an agreed fee, established and published on an annual basis, for the assessment of prior experiential learning (APEL).

7. Internal Transfer

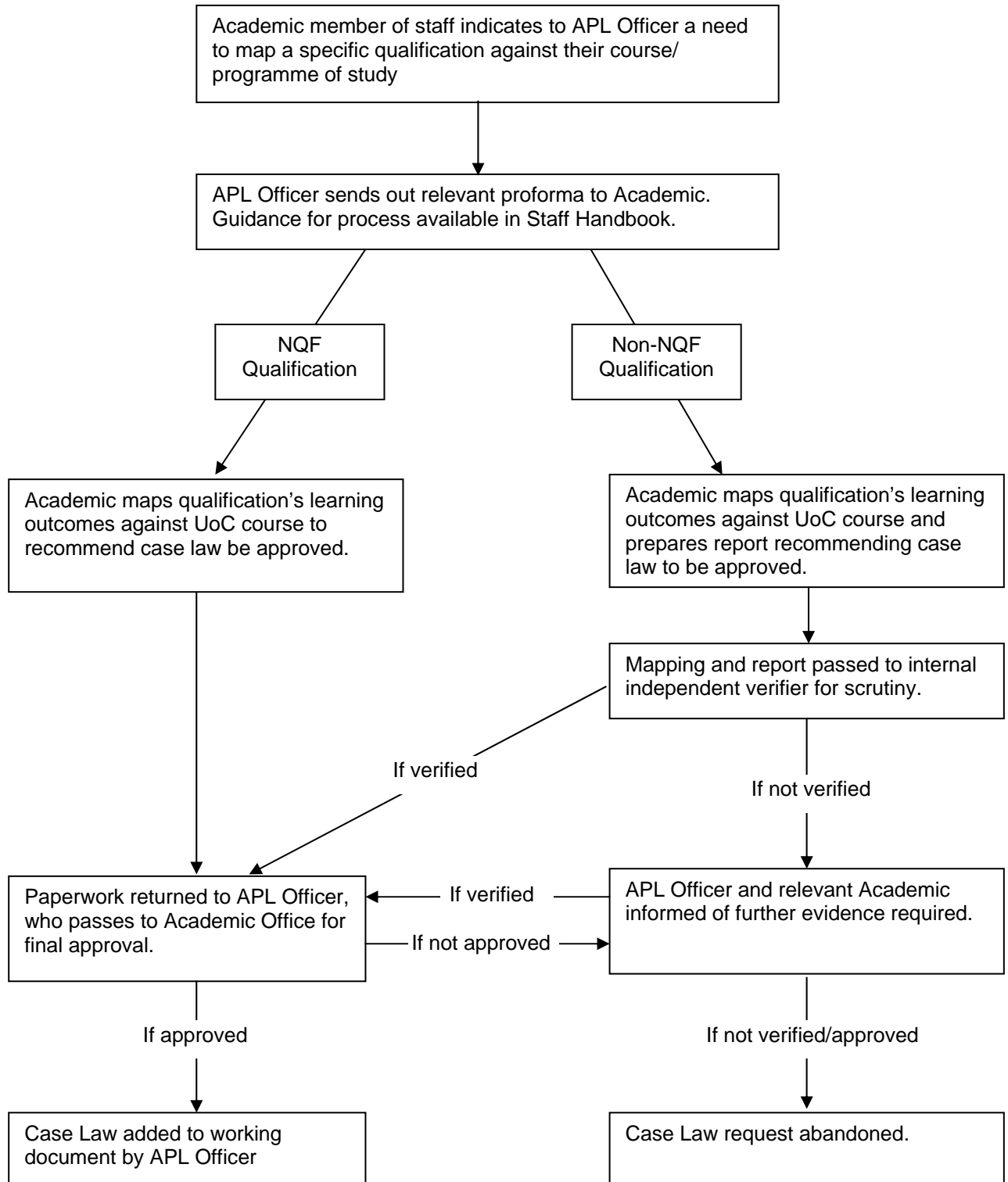
Course leaders have responsibility for approving internal transfers. The receiving Course Leader will consider any transfer request, taking into account any core requirements for the course. The transferred credits will normally appear on the student's transcript.

All internal transfers are recorded on the SITS database and are presented to the Faculty Assessment Boards via the normal assessment process.

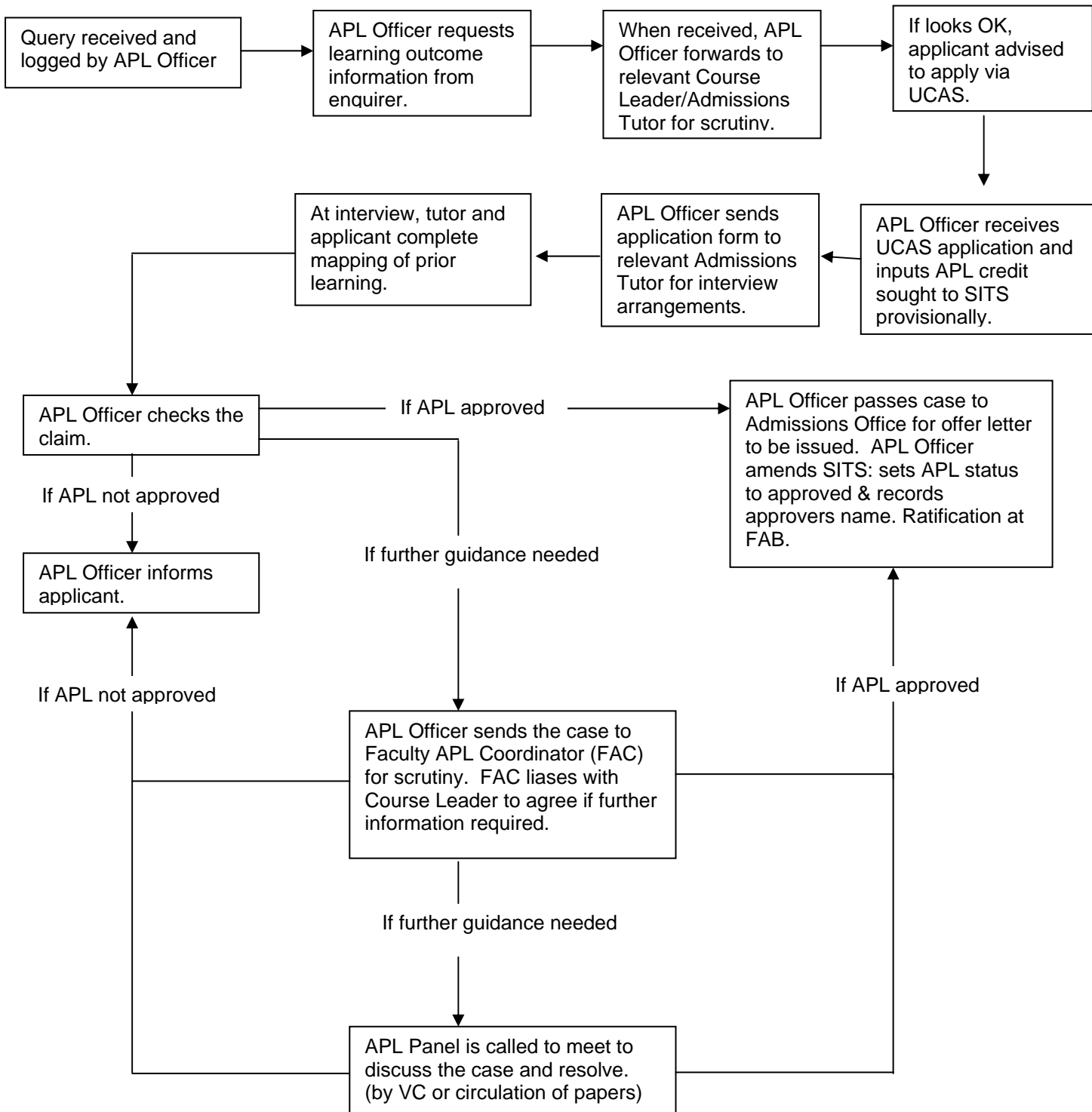
GLOSSARY

APL	Accreditation of Prior Learning A generic term to cover all forms of the assessment of prior learning.
APCL	Accreditation of Prior Certificated Learning Previously assessed and credit rated learning is considered and recognised for purposes of allowing either credit transfer into or credit exemption from an academic programme of study.
APEL	Accreditation of Prior Experiential Learning As APCL, but the learning achieved and evidenced is usually gained outside academic education or training systems. It may take the form of work based learning or experience or life skills, and commonly includes non-credit rated in-house training.
FAC	Faculty APL Co-ordinator A designated tutor within each Faculty who takes specific responsibility for APL issues, attending the APL Subcommittee as a full member and advising and guiding staff and students on the APL processes and procedures.
APL Officer	A designated administrator in Student Recruitment with specific responsibility for the management and processing of APL claims.

Process for APL Case Law Requests

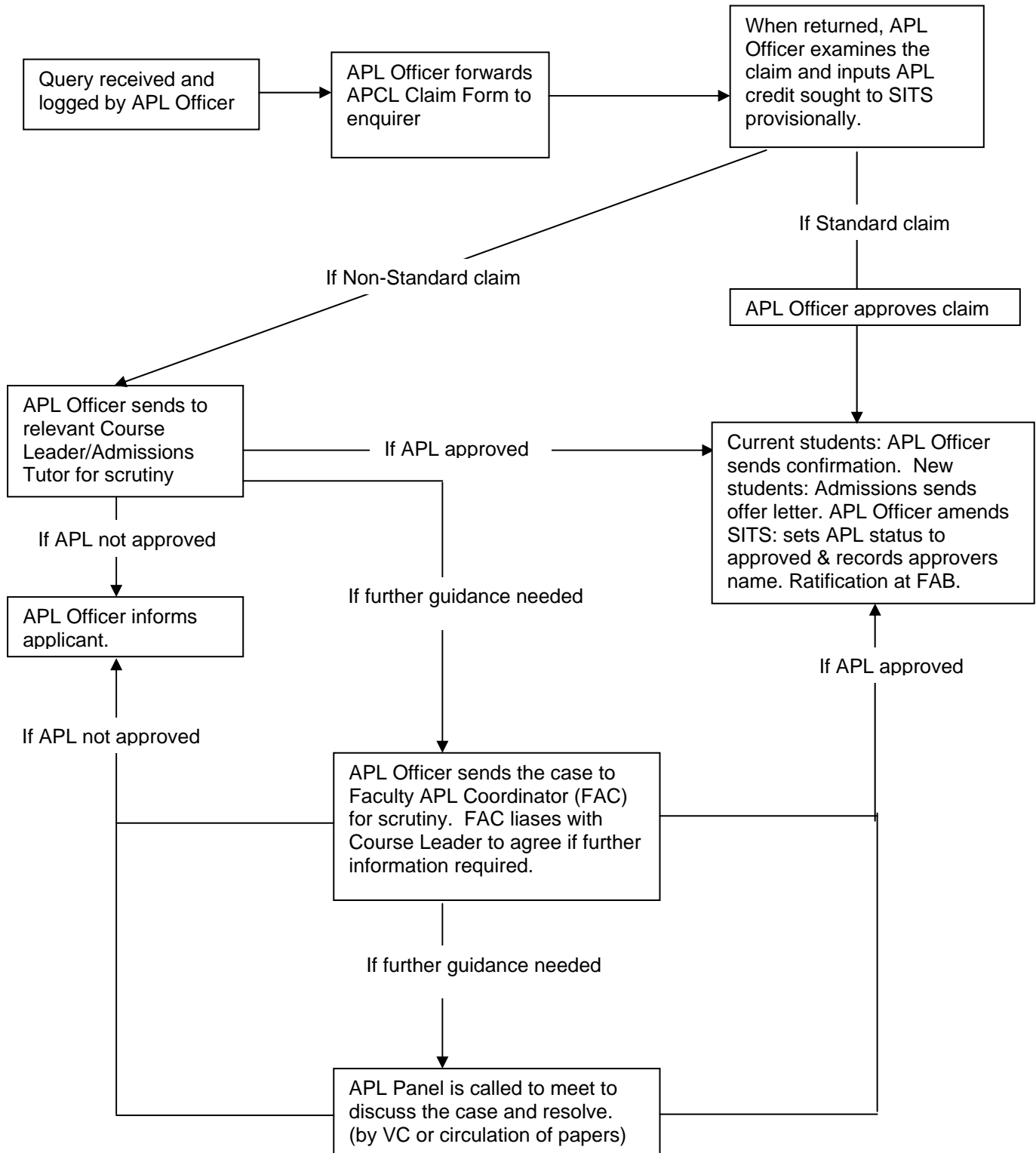


APL Process for Direct Entry to Y2 or 3 of a Course



NB. Bridging work, if related to a professional course, needs to go to appropriate MAB.

APL Process for APCL module Claims



NB. Bridging work, if related to a professional course, needs to go to appropriate MAB.

APL Process for APEL Cases

