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APCL Claim Form

Accreditation of Prior Certificated Learning

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| **Section 1 Personal details**  **Please PRINT IN BLOCK CAPITALS** | |
| Family name: |  |
| Other names: |  |
| Date of birth (DD/MM/YYYY): |  |
| **Student ID:** |  |
| **Course:** |  |
| **Start Date:** |  |
| Campus/Site: |  |

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| --- | --- |
| Contact telephone number: |  |
| Email address: |  |

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| **Section 2(i) Details of Prior Learning - Which you wish to use for APCL** | | | | | |
| Course/Award Title | Awarding Institution | No of Modules | Level | Number of Credits | Date Awarded |
| *e.g. Diploma in Xology* | *University of Learningtown* | *4* | *5* | *120* | *06/04* |
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| **Section 2(ii) Applicant Signature** | | | |
| **You must supply copies of transcripts of the qualifications noted above; your claim will not be processed without these. The evidence must show the academic level, number of credits and the mark you achieved.**  **However certificate/ transcript evidence is not required for previous University of Cumbria qualifications.** | | | |
| Signature |  | Date |  |

Guidance for Applicants – APCL Claims

Accreditation of Prior Certificated Learning is where previous learning, for which you have been awarded Higher Education (HE) credits, may enable you to study a reduced number of modules on another HE course.

Every College and University has their own regulations and procedures for dealing with accreditation, therefore the rules set down by one institution might not apply to another.

## Credits & Level of Study

Every qualification is made up of modules containing a certain number of credits at various academic levels.

Institutions sometimes use different framework models to label the academic levels. At the University of Cumbria we use Levels 4, 5, 6 and 7 to depict the Higher Education Qualifications Framework (HEQF) levels Certificate, Intermediate, Honours and Masters. For every HE qualification you have successfully completed, you should have received an official academic transcript of results showing the number and level of credits you have been awarded.

## Learning Outcomes

Each module you study will have certain ‘learning outcomes’ which you are expected to achieve. If you can show that you have already met the learning outcomes of certain modules you wish to take at the University of Cumbria, we may be able to give you exemption from those modules.

**General and Specific Credits**

If your prior learning is **generally** related to the subject area of the course you are registering on, you may be able to seek exemption from optional modules within that course (if there are any).

If your prior learning is **specifically** related to one or more of the compulsory modules of the course you are registering on, you may be able to seek exemption from those modules within that course.

**Maximum Credit Exemption Allowed**

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| --- | --- | --- | --- |
| **If registered on:** | **Maximum credit exemption allowed:** | **If registered on:** | **Maximum credit exemption allowed:** |
| CertHE | 80 level 4 | University Adv Diploma | 30 level 6 |
| University Certificate | 30 level 4 | Graduate Certificate | 30 level 6 |
| DipHE/FDeg or equivalent | 120 level 4 & 40 level 5 | Graduate Diploma | 60 level 6 |
| University Diploma | 30 level 5 | PgC | 40 level 7 |
| Ordinary Degree | 120 level 4 & 80 level 5 | PgD | 60 level 7 |
| Honours Degree | 120 level 4 & 120 level 5 | MA/MSc | 120 level 7 |
| Top Up Degree | 60 level 6 |  |  |

**PLEASE NOTE:**

* For claims against a specific module - providing you supply a detailed transcript of results, the prior learning is of the same level & credit value, and the relevant academic approves all learning outcomes are met, then the mark will also be used in recording your APL credit.
* Claiming APL on an MA/MSC may affect your eligibility to claim a Postgraduate Loan from Student Finance England.

**Fees**

The University does not charge for checking certificated learning, but cannot process claims without receipt of certificates/ transcripts and information on the learning outcomes of your previous study.

**Please ensure you provide relevant transcripts/certificates/ course information as required, for verification of your claim.** We do not need to see originals – scan/photo copies via email are accepted. Evidence is not normally required for previous study at the University of Cumbria.

Your claim will be assessed and you will be informed of the outcome. Please note, approval of APL claims is an academic decision. For further information on the University’s Academic Regulations re APL, please see the website.

**If you have any queries please contact:**  **Email:** [**apl@cumbria.ac.uk**](mailto:apl@cumbria.ac.uk)