

# Application for Accreditation of Prior Experience and/or Learning (AP(E)L)



The University of Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

School of Education

*Please read the guidance notes prior to completing this form*

Title:	First name:	Surname:
Address:		
Postcode:.....		
Tel No:	E-Mail:	
Course and modules that you wish to claim AP(E)L against:		
Undergraduate: BA (Hons) .....		
Postgraduate: MA in .....		
Total number of credits you wish to be exempt from	Undergraduate: 10/ 15/ 20/ 30 / 60 (or enter other amount: )	Postgraduate: 10/ 15/ 20/ 30 / 60/80

## Details of Previous Study (APL)

<b>Institution:</b> (The full name of the educational or professional institution attended)			
<b>Qualification title:</b> (Please give the full title of the course/qualification even if not completed)			
<b>Module details:</b> (Please provide the titles of modules completed as part of the above qualification – including any module codes if available, together with their credit values and mark (or pass/fail status).	<b>Title</b>	<b>Mark</b>	<b>Credits</b>
<b>Authorised transcript of marks (ie Diploma Supplement)</b>	Please attach details of the marking scheme used at the Institution noted above		
<b>Curriculum details</b>	Please attach evidence of subjects studied (e.g module or programme specifications, handbook)		
<b>Dates of Study</b>	Start date:	Finish date:	
<b>Awarding body:</b> (If different from the institution at which you studied)			
<b>Please note:</b> The University of Nottingham reserves the right to contact the institution named above for confirmation of the information that you have provided.			

## Details of Previous Experience (AP(E)L)

In order for the School to make a decision on your previous experience, please provide:

1.	<b>a statement (maximum 1,000 words):</b> this should include an overview of your prior experiential learning and a detailed account of the learning activities undertaken, how the learning matches the learning outcomes of the course and the dates and duration of these activities
2.	<b>evidence to authenticate your claim for prior learning</b> this should include confirmation from an employer or other objective source of the activities and learning claimed

Signed: .....

Date: .....

**For University Use only:**

Date received: .....

# **Guidance Notes for Applications for Accreditation of Prior Experience and/or Learning**

## **Accreditation of Prior (Experiential) Learning Policy**

This policy deals with all instances where credit towards a University qualification is awarded based on learning elsewhere which has normally, but not always, occurred prior to you being admitted to the University. The policy covers both:

- Accreditation of Prior Learning (APL) i.e. learning which has occurred in a formal educational setting
- Accreditation of Prior Experiential Learning (APEL) i.e. learning which has occurred as a result of vocational or other experience.

The term Accreditation of Prior (Experiential) Learning or AP(E)L is used in this policy where both APL and APEL are being referred to together.

### **Applying for AP(E)L**

It is an applicant's responsibility to apply for AP(E)L and to provide all the necessary evidence to support an application. Application for AP(E)L should be made when you apply for a course with the University of Nottingham. The School of Education will decide the outcome of your application for AP(E)L, and we will ask you for any supporting evidence we need in order to make a decision. We may also wish to interview you, in addition to any initial application interview. You should include in your application for AP(E)L the following information:

- The number of credits for which you are seeking AP(E)L, and the stage of your course against which the credits will be counted (e.g. Undergraduate Qualifying year).
- Any specific modules from which exemption is being sought as a result of the AP(E)L.

If applying for APL:

- The title, location and nature of the institution at which the learning occurred.
- The dates of attendance at the institution and of any qualifications obtained
- Curriculum details of subjects studied at the institution (e.g. as contained in module and/or programme specifications)
- An authorised transcript of marks and details of the marking scheme used by the institution

If applying for APEL:

- An account of the activities undertaken which has resulted in learning, including the dates and duration of these activities
- A detailed statement of what has been learned from these activities
- Confirmation from an employer or other objective source of the activities you are claiming

### **Approving AP(E)L Applications**

The School of Education will review your AP(E)L application against the following criteria:

- the factual statements contained in the application have been substantiated
- the prior learning has taken place in the last ten years
- pass marks in those modules or units for which APL is being claimed were obtained
- there is a close match between the prior learning and the level and learning outcomes of the modules which will not be taken as a result of the AP(E)L
- the limitations on granting AP(E)L contained in the University policy's on limitations on AP(E)L and on double counting have not been breached

When your application has been approved you will be notified in writing by the School of Education, and the credits approved for AP(E)L will be indicated on your student transcript.

## How many credits can be accredited via AP(E)L?

Currently, we allow the following amounts of APL/AP(E)L into our awards:

### Undergraduate courses:

- Undergraduate Certificates (120 credits, level 1): up to 80 credits APL or 40 credits AP(E)L
- Undergraduate Diplomas (240 credits, of which 100 are at level 2 or above): up to 160 credits APL or 80 credits APEL.
- Honours Degrees (360 credits, of which 100 are at level 3 or above): up to 240 credits APL or 120 credits APEL. *AP(E)L cannot be granted towards Part II of an Undergraduate course*

### Postgraduate courses:

- Postgraduate certificates (60 credits level 4): up to 40 credits APL and 20 credits AP(E)L
- Postgraduate diplomas (120 credits level 4): up to 80 credits APL and 40 credits AP(E)L
- Masters (taught stage only)(180 credits level 4): up to 80 credits APL and 60 credits (AP(E)L
- Professional Doctorates (where the research element is weighted at two-thirds and the taught element weighted at one-third of the course): 120 credits APL and AP(E)L

### Applying for APL towards the MA Education:

If you have completed a PGCE qualification since 2005 by studying Masters level credits (and achieving marks of 50% or more), you may apply for APL of up to 60 credits. You will need to evidence that you have successfully completed the following two 30 credit modules or their equivalent: XX4TT1 Schools and Society and XX4TT2 Teaching and Learning in Secondary Schools.

### Applying for APL towards the Masters in Teaching and Learning:

If you have completed a PGCE qualification since 2005 by studying Masters level credits (and achieving marks of 50% or more), you may apply for APL. A maximum of 60 credits can be applied for against the whole course. However, only 30 credits can be considered for APL at Phase I (a TDA national requirement) even if you gained 60 credits worth of Masters level credits during your studies. You will need to evidence that you have successfully completed either of the following two 30 credit modules or their equivalent: XX4TT1 Schools and Society and XX4TT2 Teaching and Learning in Secondary Schools. If you wish to apply for APL against any of the other Phase II modules or module 7 in Phase III, then this must come from another (post-ITE) course/module you have taken, ie via NCSL or a subject association along with an additional piece of writing.

## Levels

Only credits from other Higher Education courses can be transferred into your degree programme at Nottingham. The National Qualifications Framework (NQF) and Framework for Higher Education Qualifications (FHEQ) sets out the levels against which a qualification can be recognised in England, Wales and Northern Ireland. Please visit the Qualifications and Curriculum Development agency at: <http://www.qcda.gov.uk/libraryAssets/media/qca-06-2298-nqf-web.pdf> for further information.

## Further Information

The full university AP(E)L policy is published at:

<http://www.nottingham.ac.uk/academicsservices/qualitymanual/studyregulations/accreditationofpriorlearning.aspx>

This also includes a link to the University qualifications framework, which sets out the equivalence of different awards:

<http://www.nottingham.ac.uk/academicsservices/qualitymanual/qstructures/unqfindex.aspx>

Our intention is that AP(E)L should represent a flexible access route for those with prior learning or experience which is relevant to their studies at Nottingham. If you have any questions about AP(E)L which are not covered by this policy, or if you want to know whether a particular course can count for AP(E)L, do not hesitate to contact the relevant administrator for your course:

Heather Blackburn	0115 9513734	Counselling, Counselling Children & Young People, Trauma Studies
Faith Hewitt	0115 8466481	Teaching & Learning, Mentoring & Coaching
Lisa Corbett	0115 9516557	Humanities, Creative & Professional Writing, Fine Art
Tricia King	0115 9514445	TESOL, Learning, Technology & Education, Education, Special Needs, Leadership & Management, International Higher Education
Yasmin McKenna	0115 9514408	Teaching English for Academic Purposes, PGCE(i)
Jackie Stevenson	0115 9514509	Professional Doctorate in Education (EdD)

**Please return this form to the relevant administrator c/o:**

**School of Education, University of Nottingham,  
Dearing Building, Jubilee Campus,  
Wollaton Road, Nottingham, NG8 1BB**