

University of Northampton Guidance Template

Summary Sheet:

Guidance Title:	
Accreditation of Prior Learning (APL)	
Regulations and/or Policy to which the guidance relates:	
Accreditation of Prior Learning (APL) Policy	
Owner and Department:	
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Principal contact:	
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Version number and date:	1.0 6 th June 2014

Guidance Document:

This guidance relates to all programmes at the University of Northampton except those covered by the School of Health APEL Panel (which considers claims from pre-registration provision or post-qualification provision which attracts NHS funding. Other School of Health provision will fall under the university-wide Procedure).

a) Roles and responsibilities

The Admissions Team will:

- Provide applicants with information on APCL, referring them to Admissions Tutors and Senior Admissions Tutors if required.
- Provide applicants with basis information on APEL and refer them to the Admissions Tutors and Senior Admissions Tutors for further information.
- Provide APCL-1 and APCL-1a forms to Admissions Tutors for consideration.
- Process completed APCL-1 and APCL-1a forms, including any restrictions or conditions placed on the case.
- Receive APEL-1a forms and remittance
- Refer the following APCL cases to the APL Sub-Group for consideration:
 - Those approved by the Admissions Tutor but not signed by the Senior Admissions Tutor.
 - Those approved by the Admissions Tutor and signed by the Senior Admissions Tutor but where the process does not appear to have been followed correctly (e.g. incorrect credits, incorrect mapping, incorrect application of the policy).
 - Those rejected by the Admissions Tutor but where the process does not appear to have been followed correctly.
- Refer completed and signed APEL-1 form with portfolio of evidence to APL Sub-Committee for consideration
- Process approved APCL claims following a meeting of the APL Sub-Group.
- Process rejected APCL claims.
- Process approved APEL claims following a meeting of the APL Sub-Group.
- Process rejected APEL claims.
- Offer advice to staff involved in considering APCL and APEL claims.
- Maintain the APL precedent list.
- Provide annual training or briefing sessions to those considering APL claims in liaison with the APEL Champion.

Admissions Tutors will:

- Map APCL claims against the relevant modules and/or against the programme as a whole.
- Involve Module Leaders and Programme Leaders in consideration of mapping as required.

- Add any conditions, restrictions and recommendations to the APCL claim.
- Advise applicants seeking to submit APEL claims by providing relevant module learning outcomes against which the applicant may map experience and provide a portfolio of evidence.
- Refer applicants if necessary to the University APEL champion for mentoring with regards to completion of portfolio of evidence.
- Map APEL portfolio against the relevant modules.

Senior Admissions Tutors will:

- Provide advice to staff involved in considering APCL claims.
- Provide advice to applicants submitting APCL claims.
- Oversee and approve mapping completed by Admissions Tutors.
- Refer contentious claims to the APL Sub-Group for consideration.
- Attend the APL Sub-Committee.

Programme Leaders will:

- Provide advice to staff involved in considering APCL claims.
- Provide programme-wide information to Admissions Tutors and Senior Admissions Tutors as required.

The University APEL Champion will:

- Provide advice to staff involved in considering APEL claims.
- Provide advice to applicants submitting APEL claims.
- Approve APEL portfolios submitted by applicants, including overseeing the assessment process.
- Refer contentious claims to the APL Sub-Group for consideration.
- Attend the APL Sub-Group.
- Provide annual training or briefing sessions to those considering APL claims.

The APL Sub-Group will:

- Oversee the APL policy and procedure.
- Review the APL policy and procedure.
- Review the Special Admissions policy and procedure as required.
- Ratify APL claims previously approved:
 - Through precedent; OR
 - Through delegation to Senior Admissions Tutors or to the APEL champion.
- Make decisions on APL claims referred to the APL Sub-Group.
- Monitor the progression of applicants admitted with APL to ensure appropriate application of the policy and to inform reviews of that policy.
- Oversee the precedent list.
- Advise on APL agreements with external organisations.
- Note decisions made by the School of Health Professional Courses APEL Panel.
- Meet monthly.

- Provide an annual report to AQSC.

Membership of the APL Sub-Group will include:

- Chair – to be confirmed
- Senior Admissions Tutor, School of The Arts
- Senior Admissions Tutor, Northampton Business School
- Senior Admissions Tutor, School of Education
- Senior Admissions Tutor, School of Health
- Senior Admissions Tutor, School of Science and Technology
- Senior Admissions Tutor, School of Social Sciences
- Chair of School of Health APEL Group
- Representative from International Admissions Team (where international APL claims are being considered)
- University APEL Champion
- Assistant Student Admissions Manager

b) Precedents

Where a claim for APCL has been accepted previously this will be documented and may be used as a precedent for any comparable future claims. Where a claim matches an existing precedent a different form will be used (APCL-1a).

Precedents will only be considered in the following instances:

- Where the curriculum for the programme which the student wishes to join has not undergone a change since the previous APCL claim was accepted.
- Where the curriculum from which the student is claiming APCL has not undergone a change since the previous APCL claim was accepted
- Where the new claim and the previously accepted claim are comparable in terms of learning, volume and institution.

Claims made using precedents must still be approved by the Senior Admissions Tutor and ratified by the APL Sub-Committee.

c) Timescales

- APCL and APEL claims are normally made by applicants or prospective students although they can also be made by current students. They can be made at any point in the Admissions process.
- The APL process for undergraduate applicants must normally be completed (i.e. submitted and approved) at least two months prior to the enrolment date. This deadline does not apply to postgraduate applicants or to undergraduate applicants who apply through Clearing or who apply to transfer institution, when claims must normally be completed prior to the enrolment date.
- Where an APL claim is made by a current student this must normally be completed (i.e. submitted and approved) at least one month prior to the start date of the module(s) for which APL is being claimed.

d) Turnaround times

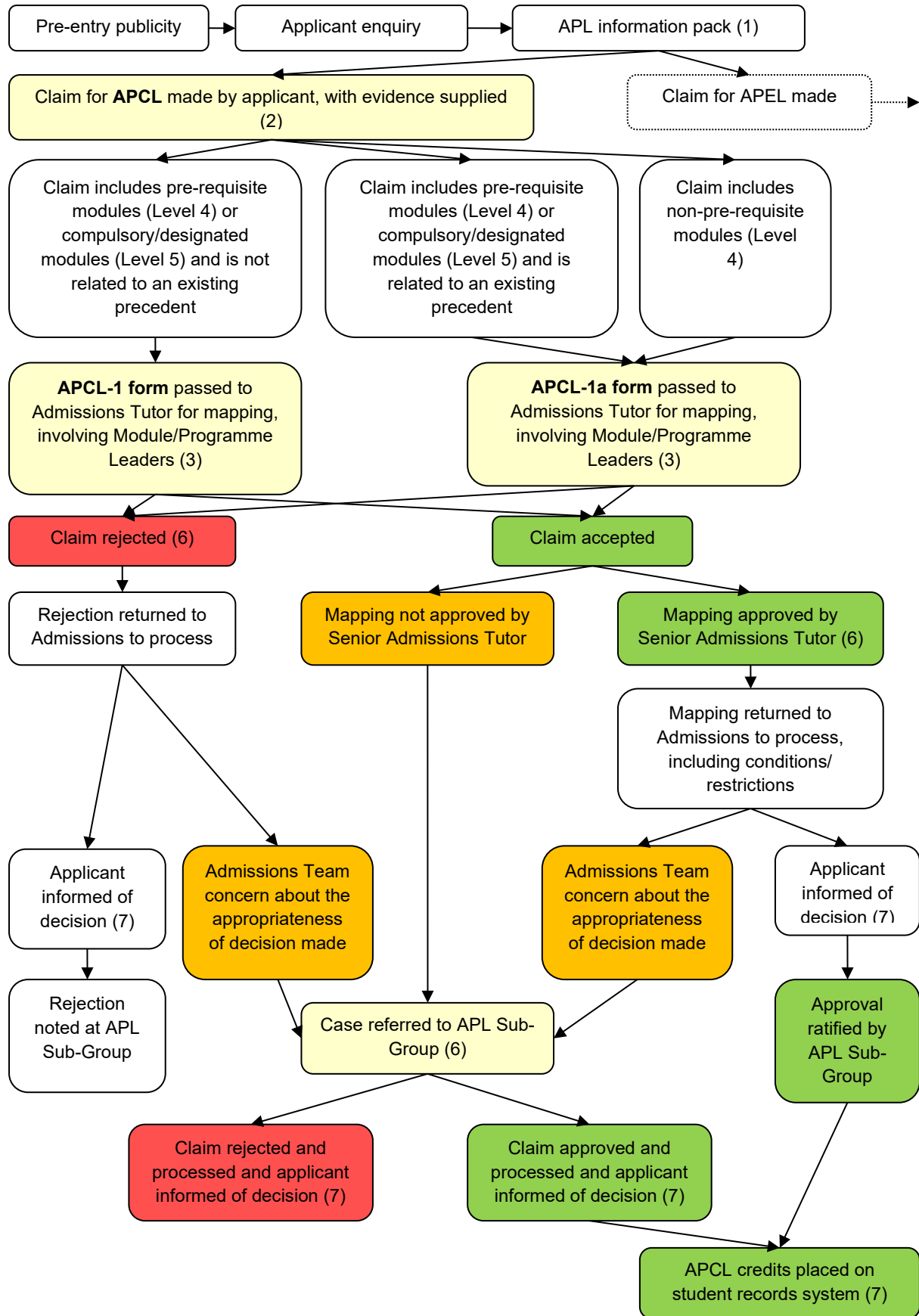
- APCL claims submitted by applicants will normally be processed as follows:
 - a. Initial consideration by Admissions – 5 days.
 - b. Consideration and mapping by Admissions Tutors OR Consideration and rejection by Admissions Tutors – 5 days
 - c. Consideration and approval by Senior Admissions Tutors OR consideration and non-approval by Senior Admissions Tutors – 2 days
 - i. Processing approved claims by Admissions – 2 days
 - ii. Processing rejected claims by Admissions – 2 days
 - iii. Referral to the next APL Sub-Committee by Senior Admissions Tutor or Admissions – up to 28 days
 - iv. Processing decisions following APL Sub-Committee by Admissions – 2 days
 - d. This means that:
 - i. Where claims are accepted by the Senior Admissions Tutor and there have been no errors in the process, claims will normally be processed within 14 days.
 - ii. Where claims are rejected by the Senior Admissions Tutor and there have been no errors in the process, claims will normally be processed within 14 days.
 - iii. Where claims need to be referred to the APL Sub-Committee, claims will normally be processed within 6 weeks.
 - e. Where a claim is referred to the APL Sub-Committee, applicants will be informed
- Turnaround times for APEL claims will be dependent on the nature of the claim being made.

e) Fees

A standard fee of £150 will be charged for APEL claims. An administration fee of £50 will be charged for APCL claims.

Where the reviewer is unable to approve the award of APEL in whole or in part, the candidate will have one resubmission opportunity on payment of a re-registration fee.

f) Process for APCL



g) Process for APEL

