

## Accreditation of Prior Learning (APL) Record of Decision

### Part 1 – Application Details

Applicant name	First name	Last (family) name:
Nationality		
Student number (as applicable)		
Programme of study		
Awarding Body		

### Details of Module(s), Level(s) and Credit(s) submitted for consideration of APL:

Module(s)	Credit	Stage	Level	Certificated Learning <i>Tick ✓</i>	Experiential Learning <i>Tick ✓</i>
				✓	✓

### Total amount and level(s) of credit(s) claimed for consideration of APL:

	Level 3	Level 4	Level 5	Level 6
<b>Amount of Credits</b>				

## Part 2 - Checklist

The following questions whilst not definitive guide the panel in considering APL claims and must be completed by the panel in every instance:



	YES	NO	Comment:
Has a full transcript and syllabus information been received for certificated study? (This may be part of a previous institutional agreement)			
Is documentary evidence (portfolio) for APEL satisfactory? Are competencies and outcomes from the learning clearly defined - does the evidence confirm that the necessary learning has been gained from the experiences described?			
Does the evidence confirm that the applicant has completed what they claimed?			
Is there evidence that the learning has been kept up to date/is current to the standards of the academic subject and any professional requirements?			
Is there a clear match of previous learning to those of the core modules from which specific credit exemption is sought?			
Are the knowledge, skills and competencies at the level of which credit is sought?			
Are all module pre-requisites sufficiently evidenced in order to satisfy requirements of the next stage modules?			
Are the appropriate regulations regarding minimum credit to gain the award adhered to?			
Is there a need for additional evidence in support of the credit claim?			
Is the claimant required to attend for interview or undertake any additional work in support of the credit claim?			
Is there evidence of an appropriate IELTS score (for applicants whose first language is not English)			

If the panel answer in the shaded areas for any of the above, further liaison with the applicant is required before making a recommendation of an offer. The decision to give APL of applicants not meeting the requirements may be given in exceptional circumstances but a written rationale must be made and recorded in the annual report on APL decisions.

### Part 3 - Decision(s) of Approval

The applicant is exempt study of the modules approved in this report.

The applicant is **not** exempt study of all other modules on the programme and/or any modules of which APL was sought but not approved in this report.

Module(s)	Credit	Stage	Level	APPROVED	NOT APPROVED

**Total amount and level(s) of credit(s) Approved:**

	Level 3	Level 4	Level 5	Level 6
Amount of Credits				

**Total amount and level(s) of credit(s) of which the applicant is not exempt study:**

	Level 3	Level 4	Level 5	Level 6
Amount of Credits				

<b>Supporting Evidence:</b>		<b>Supporting Evidence upheld:</b>	<b>Yes</b>	<b>No</b>

<b>Rationale for decision</b> (detail as appropriate)

<b>ACTIONS (if required)</b>	<b>By</b>	<b>Completed</b>

## Part 4 – Confirmation

Full and appropriate consideration has been given by the APL Board to the learning achieved by the applicant using the programme or syllabus information / transcript / portfolio in order to recommend the applicant for APL as indicated above.

	<b>Chair of Board</b>	<b>Board Member</b>	<b>Board Member</b>
<b>Board Members</b>			
<b>Board Date:</b>			

<b>Signature (Chair of Board)</b>	
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**PART 5 – Return of Documentary Evidence** (hard copy to be completed and retained in file)

**EVIDENCE COLLECTED BY THE APPLICANT**

I confirm that all documentary evidence provided for the APL application has been received safely into my possession.

Student Name:

Student Signature:

Date Received:

**EVIDENCE POSTED TO THE APPLICANT**

Documentary evidence provided for the APL application has been POSTED by recorded delivery as detailed below:

Student Name:

Address:

Date posted:

**EVIDENCE RETURNED TO THE RELEVANT SCHOOL**

Documentary evidence provided for the APL application has been passed onto the School/Faculty/Department as detailed below:

Staff Name:

Staff Signature:

School/Faculty/Dept:

Date: