



## GUIDANCE NOTES

### ACCREDITATION OF PRIOR LEARNING (APL) FOR POSTGRADUATE STUDENTS

#### 1.) An Introduction Credit (APL)

It is possible for you to gain credit for relevant previous study or learning experiences. This should normally be negotiated on entry to your Postgraduate Programme.

The University of Worcester has a postgraduate credit assessment system which operates under the current APL regulations.

#### 2.) Academic credit (Accreditation of Prior Certificated Learning - APCL)

A claim for credit can be based on the successful completion of appropriate and relevant academic qualifications, training schemes and national qualifications. These must be at Masters Degree level and completed within the past 6 years. If your qualification is more than six years old, but you feel your knowledge is still current then you must provide evidence to prove this.

#### How many credits can I claim through APCL?

50% of taught elements of the award for which you are registered can be achieved through appropriate APL, subject to the approval of PCAC.

Award	Credit required for the award	Maximum credit allowed	NQF Level
Postgraduate Certificate	60 (M)	30 (M)	7
Postgraduate Diploma	120 (M)	60 (M)	7
Masters	180 (M)	120 (M)	7

You may also top up a relevant Postgraduate Certificate or Diploma, achieved in the past 6 years, to Masters. In the case of the postgraduate diploma, you would be required to take a research methods module and other mandatory module where applicable.

#### Evidence Required for a Successful APL Claim

You must provide the certificate and/or transcript, which proves you have achieved the award which you are claiming. This must clearly state the number of CATS points achieved and the level at which the module was assessed, for example, level M. **This credit must also have been achieved within the last 6 years.**

### **3.) Learning experiences (Accreditation of Prior Experiential Learning - APEL)**

Credit can be granted where learning can be demonstrated as a result of professional work you have personally conducted.

Alternatively, if you do not possess the standard entry requirements, you may be qualified to enter on the basis of prior learning and professional experience. If you think this applies to you, you should give details on the course application form and outline the basis of your claim in a covering letter to the Graduate School. Standard entry requirements for admission to all Postgraduate Programmes are set out in the Postgraduate Prospectus.

#### **Applying for APEL**

For an APEL claim you should write an evaluative and analytical account of the professional experience and the learning you have achieved as a consequence. This should be in the form of an independent/negotiated study of 3,000 – 4,000 words.

**If you are applying for APEL credit against Masters modules, you must submit a separate essay and fee for each module against which you wish to gain exemption. No more than one third of total credit awarded can be experiential.**

For all APEL claims, you should arrange a tutorial with a tutor in your programme. You might find it helpful to include as appendices a range of supportive material.

### **4.) Submission and Assessment of APL Claims**

For all APL claims, you should complete the Accreditation for Prior Learning Application Form and submit this to the Registry Admissions Office. The appropriate fee (see below) will be charged at this point and in the case of APEL, a separate fee will be charged for each independent/negotiated study submitted. In cases of APL, the accurate submission of the form with supporting evidence such as certificates, should be sufficient to enable the institution to make a decision. In the case of APEL, you should submit the analytic account of your learning after tutorials with a programme tutor. The decision will be based on assessment of your submission.

You will receive written notification as to the success of your claim from the Admissions Office. Admissions decisions are final.

### **5.) Fees**

Fees for the administration of your APL claim:

APL: £50

APEL: the current cost of a standard postgraduate module (the work incurred for an APEL claim is the equivalent of an independent study)

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**(4) CERTIFIED LEARNING (APL)** Please list the qualifications that you have which are *relevant* to your claim for credit.

Information about the syllabus and expected learning outcomes of your previous courses, for example copies of the relevant course handbooks are extremely useful in helping tutors to decide whether your claim should be accepted.

Title of Award	Level:	Awarding Body:	Institution where course taught:	CATS Rating*:	Date Awarded

**(5) RELEVANT EXPERIENTIAL LEARNING (APEL)** Please give a very brief summary of work or life experience for which you wish to claim credit. This should normally be accompanied by an independent/negotiated study of 3-4,000 words (see APL/APEL guide).

Applicant's Signature:

Date:

FOR OFFICE USE ONLY:

Initial assessment of application and action required

Signed:

Date: