

The Cornwall College Group

Higher Education Accreditation of Prior Learning Application Form

2020-2021

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Version	Version 5
Created by	Amanda Crowle
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Approving Body and Date Approved	
Review Date	Annually
Intended Recipients	Applicants

Version	Date	Author	Replaces	Comments
1	5 October 2014	Amanda Crowle and Melanie Lake		Original documentation compiled.
2	16 May 2018	Amanda Crowle		Updates throughout the documentation. Removing the charges and replacing institutional titles.
3	6 June 2018	Amanda Crowle		Inclusion of specific College awards table showing maximum credits of prior achievement that can be claimed.
4	11 April 2019	Amanda Crowle		Academic Year updated.
5	7 Jan 2020	Amanda Crowle		Updated APCL years from 8 to 5.

This claim form only applies to those studying a University of Plymouth Programme. Those on a Plymouth Marjon University / Falmouth University Programmes will follow the appropriate awarding body Academic Regulations and processes.

Accreditation of Prior Learning (APL)

The Cornwall College Group is committed to the accreditation of prior learning that students and potential students may have achieved before entry onto one of its Higher Education programmes. Evidence of this achievement may lead to entry onto a programme without the stated entry requirements, or indeed to more rapid progression through a programme. In order to achieve this credit it is recommended that students read these guidelines carefully and also seek further information and guidance from the relevant Programme Manager.

Accreditation of Prior Learning (APL) is a process for recognising prior experiential or academic learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a module or programme of study and the award(s) or qualifications associated with it. **Credit cannot be awarded for part of a module.**

Accreditation of Prior Certificated Learning (APCL) is a process through which previously assessed and certificated learning is considered and, as appropriate, recognised for academic purposes, entry to a programme of study. **Credit for prior certificated learning which occurred more than 5 years ago will not normally be accepted.**

Accreditation of Prior Experiential Learning (APEL) is a process through which learning achieved outside education or training systems is considered, assessed and, as appropriate, recognised for academic purposes, including entry to a programme of study. Credit is awarded for demonstrated *learning*, not for experience.

It should be noted that students who wish to transfer into an HNC or HND, or are “topping-up” to a Year two must satisfy the requirements of **ALL** modules in the programme for which they are to receive credit. Programme Managers must therefore award specific credit and grades to **ALL** such modules on admission. Any modules not covered by previous study must be completed and passed before an award may be made.

The maximum amount of prior credit a student may claim towards a University of Plymouth award, and the minimum credit which must then be studied at the College in relation to the specific awards, is:

	Maximum APEL/APCL	Credits that must be studied on a University of Plymouth approved programme:
Honours Degree	240 credits	120 credits, including at least 60 at Level 6
Degree	240 credits	80 credits, including at least 60 at Level 6
FdA/FdSc	120 credits	120 credits, including at least 60 at Level 5
DipHE	120 credits	120 credits, including at least 60 at Level 5 or above
HND	120 credits	120 credits, including at least 60 at Level 5
HNC	120 credits	60 credits at Level 4 or above
CertHE	60 credits	60 credits at Level 4 or above
Masters	120 credits	60 credits at Level 7 (including the major project or dissertation)

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SECTION A – Applicants Details

Please fill in your details in the table below.

College Student Registration Number:	
Forename(s):	
Surname:	
Email:	
Telephone:	
Full award/programme title you are applying to:	
Month and year that you intend to commence your studies at Cornwall College:	

SECTION B – Application Type

Please put an 'X' in the box next to the application type that you wish to make:

I am applying for Accreditation of Prior Certificate Learning (APCL) – go to Section C	
I am applying for Accreditation of Prior Experiential Learning (APEL) – go to Section C2	
I am applying for a combination of Accreditation of Prior Learning (APCL) and Accreditation of Prior Experiential Learning (APEL) – go to Section C1 and C2	

SECTION C - APCL Applicants ONLY

Please use one row per programme/qualification. Only list those that you intend to use as evidence for your APCL application.

Add further rows if required.

Ensure that you are able to provide copies of the original certificates and/or transcripts of each those listed below. **It should be noted that your application may be rejected or delayed if you do not submit the appropriate evidence with this application form.**

Full title of programme/qualification achieved	Name and address of awarding body/institution	Month and year programme/qualification awarded (e.g. July 2016)

SECTION C1 - Applications for those seeking exemption from modules within a programme.

Please complete the table below. Please use one line per module for which you wish to seek exemption for. Ensure that you address ALL the learning outcomes for each module; add more rows if required. **Please note that you cannot claim APL for part of a module it must be claimed in its entirety.** If you are unsure whether you have previously achieved all of the Assessed Learning Outcomes then please ensure you have a discussion with your Programme Manager.

Ensure that you add in the correct Module and Title information (as per the current structure diagram that you are enrolling on to or are already enrolled onto)

Ensure that you cross reference you own prior learning with the evidence that you wish to submit and that it is clearly named in the 'evidence' column.

Please contact either HE Operations or your Programme Manager if you need assistance with this section.

Module Code/Title	Credit Value	Evidence
e.g. CFGT1535 The Principles of Star Gazing	e.g. 10	

Section C2 – APEL Applicants ONLY

Please provide a written statement (500-1000 words) which reflects on your prior experiential learning achievements.

Evidence of non-certificated prior experiential learning may be presented via portfolio/assignment and/or testimonials may also be sought from e.g. previous employers.

A guiding principle relating to evidence presented for APEL is that it must show that learning has occurred. This evidence should also meet the module specific learning outcomes and the key characteristics associated with the modules or courses for which the credit is being claimed.

Section C3 – Supporting Evidence

Please indicate an 'X' next to all relevant pieces of evidence that you have supplied as part of your application.

Previous programme (s) module records (those relevant to the claim being made for all APCL)	
Portfolio of previous work	
Testimonials from supervisor/managers or other relevant professionals	
Personal or work experience which must be accompanied by reflection or witness statements	
Journal articles published/case studies	
Reflection on learning achieved through attending study days/short courses	
Teaching materials developed	
Audio visual presentations	
Other (please specify)	

Section D

Applicant Declaration:

'By signing below, I certify that the information given above is accurate and I understand that giving false information may constitute a disciplinary offence within the regulations of The Cornwall College Group. I understand that the College could approach the awarding body or employer, if it chooses, for verification of the submitted qualifications and/or experience. I also understand that submission of an APL applications does not constitute the guarantees of an offer to study at the College.

"By signing this form I hereby consent to the processing of my personal data in line with the Cornwall College **[Staff/Student/Commercial]** Privacy Notice available at <https://www.cornwall.ac.uk/governance/your-information/>"

Signed:

Date:

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FOR OFFICE USE ONLY

Date received	Date considered:
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Screening Panel Decision:	VALID/NOT VALID
Signature of HE Operations:	Date:

Student informed of decision	Date:
Details entered onto results system	Date:
Relevant HEI informed	Date: