

## The Cornwall College Group

# Higher Education Recognition of Prior Learning by Accreditation of Prior Learning – Application Form

## 2024-2025

<b>Document Title</b>	Higher Education Accreditation of Prior Learning Application Form
<b>Version</b>	Version 9
<b>Created by</b>	Amanda Crowle HE Academic Policy and Quality Lead
<b>Document Date (creation)</b>	5 October 2014
<b>Last Amended</b>	13 Jan 2025
<b>Approving Body and Date Approved</b>	
<b>Status</b>	Final
<b>Review Date</b>	Bi-annually (from the date above)
<b>Intended Recipients</b>	All involved in the delivery, study and management of Higher Education.

Version	Date	Author	Replaces	Comments
1	5 October 2014	Amanda Crowle 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.
6	19 October 2020	Amanda Crowle		Added in clearer details on when the form should be used.
7	13 April 2023	Amanda Crowle		Changes to the layout, terminology used and linkages to the relevant Academic Regulations and associated Policy.
8	13 Jan 2025	Amanda Crowle		Academic Year

SECTION A – Applicants Details	
College Student Registration Number:	
Forename(s):	
Surname:	
Email:	
Telephone:	
Full 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) PROGRAMME LEVEL – go to <b>Section C</b>	<input type="checkbox"/>
I am applying for Accreditation of Prior Certificate Learning (APCL) MODULE(S) – go to <b>Section C1</b>	<input type="checkbox"/>
I am applying for Accreditation of Prior Experiential Learning (APEL) – go to <b>Section C2</b>	<input type="checkbox"/>
I am applying for a combination of Accreditation of Prior Learning (APCL) and Accreditation of Prior Experiential Learning (APEL) – go to <b>Section C1 and C2</b>	<input type="checkbox"/>

SECTION C - APCL Applicants ONLY		
<p>Please use one row per programme/qualification. Only list those that you intend to use as evidence for your APCL application.</p> <p>Add further rows if required.</p> <p>Ensure that you are able to provide copies of the original certificates and/or transcripts of each those listed below. <b>It should be noted that your application may be rejected or delayed if you do not submit the appropriate evidence with this application form.</b></p>		
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 APCL 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
<i>e.g. CFGT1535 The Principles of Star Gazing</i>	<i>e.g. 10</i>	<i>Module Record, transcript and Programme Specification</i>

**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's specific learning outcomes and the key characteristics associated with the modules or programme 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.

Transcript of achievement	
Certificate of achievement	
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 College's Academic Regulation. 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 RPL 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 Privacy Notice available at <https://www.cornwall.ac.uk/governance/your-information/>"

**Signed:**

**Date:**

#### Associated Documentation:

HE Recognition of Prior Learning Policy  
HE Academic Regulations – Admissions

Send completed forms to [cchea@cornwall.ac.uk](mailto:cchea@cornwall.ac.uk)



**FOR OFFICE USE ONLY**

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

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