

# University Centre Colchester Regulations for Students on University of Essex Programmes

2021-2022

## Accreditation of Prior Learning (APL) and accreditation of Prior Experiential Learning (APEL)

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## Introduction

Applicants to University Centre Colchester wishing to study a University of Essex validated programme who believe they may be eligible for AP(E)L will be given the opportunity to have their prior learning assessed and accredited towards the relevant taught degree scheme. Unless stated otherwise, the procedures and guidance below apply equally to both APL and APEL.

This document contains:

**Section A: University Centre Colchester Policy** on the use of prior learning and prior experiential learning towards the requirements for a University of Essex award; and

**Section B: University Centre Colchester Procedure** for the process of accreditation of credit on University of Essex programmes.

## 1 Definitions

APL	Accreditation of Prior Learning - the formal recognition of prior credit bearing learning gained outside the University through formally assessed courses.
APEL	Accreditation of Prior Experiential Learning - the formal recognition of prior learning gained outside the University through other experience, typically gained in the workplace.
AP(E)L	Abbreviation used to encompass both of the above
UCCAAP	<b>University Centre Colchester Accreditations and Approvals Panel.</b> This panel, chaired by the Dean of Higher Education, comprises representatives from all Schools and the Head of UCC Academic Services. A secretary is provided by UCC Academic Services. The UCCAAP has delegated responsibility to recommend for approval applications for entry with credit, APL and APEL within the regulations and guidelines provided by the University of Essex.

## **Section A: Policy**

### **2 Applications**

- 2.1 An application for AP(E)L must be made before the student commences studies on the course into which s/he is seeking to transfer prior learning.
- 2.2 Applications must consist of a written request, stating the award in respect of which the student seeks AP(E)L, and documentary evidence of the learning, in the form of transcripts, certificates or other suitable evidence in the case of experiential learning.
- 2.3 A decision as to whether AP(E)L can be approved will depend both on the specific requirements and learning outcomes of each programme and the details of each individual application.
- 2.4 Applicants should note that the award of specific credit via APL towards their intended course of study at University Centre Colchester may not necessarily directly reflect the value/level of the credit assigned to their current/previous qualification, i.e. it may be less.
- 2.5 Exemptions will not be considered for prerequisites in certain disciplines where professional and statutory regulating body requirements apply (eg, Chartered Institute of Builders, Chartered Management Institute and British Association for Counselling and Psychotherapy).
- 2.6 Exemptions will only be considered for full courses / modules of study; not elements therein.

### **3 'Shelf-Life' of Learning**

- 3.1 The time elapsed since the student undertook learning that forms the basis of an AP(E)L application is a relevant factor to be considered in each case. Normally, learning should have taken place within the five years prior to the enrolment date for the intended programme of study.
- 3.2 Attention should also be paid to the University of Essex Policy on The re-use of credit from University of Essex awards or external sources towards University of Essex awards (Appendix C).

### **4 Volume of AP(E)L in University taught awards**

- 4.1 It is important to note that the acceptance of AP(E)L towards University awards is an admissions decision based on each individual case. The maximum volume of AP(E)L outlined below is provided for the guidance of applicants and departments but does not constitute an entitlement.
- 4.2 For taught postgraduate awards a student may seek to import learning to a maximum of one third of the volume of credit that is required to be studied for the named University award.
- 4.3 For undergraduate awards of over 240 credits a student may seek to import learning to a maximum value of two thirds of the volume of credit that is required to be studied for the named University award.
- 4.4 For undergraduate awards of 240 credits or less the maximum credit value permitted to be imported is one half of the volume of credit that is required to be studied for the named University award.

4.5 For specified teaching qualifications the maximum credit value permitted to be imported is one half of the volume of credit that is required to be studied for the named University award.

## 5 Re-use of credit from earlier qualifications

The re-use of credit can create confusion where students have two or more qualifications in respect of a shared element and level of learning. The policy on the re-use of credit from another institution or evidence of achievement from University of Essex, is defined in Appendix C.

### 5.1 Summary of requirements for admission via AP(E)L:

	<b>MAXIMUM CREDITS WHICH MAY BE IMPORTED</b>	<b>MINIMUM CREDITS TO BE TAKEN ON UNIVERSITY OF ESSEX VALIDATED COURSES [1]</b>	<b>TOTAL CREDITS FOR AWARD</b>
Masters Degree	60	120	180
Honours Degree	240	120	360
Foundation Degree	120	120	240
Diploma of HE	120	120	240
Certificate of HE	60	60	120

**[1] Note:** The rules of assessment specify the particular requirements for volume of credit at specific levels of the FHEQ within each University award.

## 6 Calculation of degree results

In calculating the final degree result of a student who makes a successful AP(E)L application, any courses or modules from which the student is exempted on the basis of AP(E)L will be excluded from calculated averages or other methods used to determine the Student's final degree result.

## **SECTION B: PROCEDURE**

### **7 Admissions Tutor**

- 7.1 Applicants wishing to be awarded credit for APL/APEL should contact UCC Academic Services, who will send out an information pack including a copy of the Programme Specification and APLS form (Appendix A).
- 7.2 The applicant will submit the APLS form along with the evidence of previous learning in the form of award certificate(s), transcript(s) or, in the case of experiential learning, a portfolio of evidence to UCC Academic Services. The Admissions Tutor will be contacted and requested to confirm whether the application is in accordance with Section A, if sufficient evidence has been submitted and if they will continue to support the application. The Admissions Tutor may request additional information, e.g. details of a course syllabus and/or the assessment methods.
- 7.3 If the Admissions Tutor is satisfied that there is a case for offering the applicant credit, he/she will complete form APL1 (see Appendix B) and submit this to UCC Academic Services. The UCC Academic Services Officer will submit this for consideration at the next meeting of the University Centre Colchester Accreditations and Approvals Panel (UCCAAP).

### **8 University Centre Colchester Accreditations and Approvals Panel (UCCAAP)**

- 8.1 The UCCAAP in determining whether the student is eligible for APL/APEL, will consider the following:
- (a) The sufficiency of the evidence;
  - (b) The requirements and learning outcomes of the relevant degree scheme and the available constituent modules. They may consult with other members of academic staff as appropriate. Consideration will also be given to:
    - subject content and knowledge
    - volume of learning
    - level of learning
    - evidence of achievement
    - currency of the student's knowledge in relation to the requirements of the course
    - restrictions imposed by Professional or Statutory Bodies, if applicable;
  - (c) The time that has elapsed since the student undertook his/her learning and the currency of the student's knowledge in relation to the requirements of the scheme.
- 8.2 Admissions Tutors (or an appropriate nominee) submitting applications on behalf of students/applicants must be present at the UCCAAP to provide further information as required.
- ### **9 Decisions of the UCCAAP**
- 9.1 The UCCAAP may decide the following:
- a) That a specific amount of credit (eg. exemption from individual module(s) or exemption from a year of study) towards the relevant degree scheme should be recommend to be awarded to the Dean of Academic Partnerships;
  - b) That the students' application for APL/APEL is unsuccessful, for specified reasons

9.2 The decision taken will be recorded in the minutes of the UCCAAP.

**10 Dean of Academic Partnerships**

Where the outcome of the UCCAAP panel is to recommend an award of credit full documentation will be sent to the Dean of Academic Partners to approve the request. The request is only authorized by the Dean's signature on form APL1.

**11 Communication with the Applicant**

When a decision has been approved by the Dean of Academic Partnerships the decision will be communicated to UCC Academic Services. The UCC Academic Services Officer will inform the applicant of the decision, in writing, and will copy the letter to the Admissions Tutor.

Appendix A – Form for student to make initial application for entry with credit (APL)

Form APLS

**UNIVERSITY CENTRE COLCHESTER ACCREDITATION AND APPROVALS PANEL**  
**(UCCAAP)**  
**FOR ACCREDITATION & NEGOTIATED AWARDS**

**ADMISSION WITH CREDIT FROM PRIOR CERTIFICATED LEARNING**

**INDIVIDUAL APPLICANT: SPECIFIC CREDIT TRANSFER**

*Please note, as part of your application you will be required to submit e-copies of all previously studied modules that you wish to be taken into consideration with this application. These should include information about module content, learning outcomes and so on.*

*It can also assist your application if you are able to provide a copy of your course handbook.*

*In addition to the above, you will also need to supply copies of your academic transcripts as soon as they become available to you.*

**SUMMARY OF CREDIT TRANSFER**

<b>NAME OF STUDENT:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	

<b>NAME OF PREVIOUS UNIVERSITY/COLLEGE:</b>	
<b>TITLE OF AWARD YOU HAVE ALREADY GAINED:</b>	
<b>DATE AWARD WAS MADE:</b>	
<b>UNIVERSITY CENTRE COLCHESTER PROGRAMME YOU WISH TO STUDY:</b>	
<b>PROPOSED DATE OF START:</b>	

## DETAILS OF APPLICATION

Please give full details of the reason behind your application.

**Description of student's prior learning:  
Please list the below the exact amount of credit you wish to transfer.**

Dates credits achieved		Institution	Qualification <i>Level and course title</i>	Credit level	Total Credits
From	To				

Use this section to list the modules you wish to submit for credit transfer, together with their level and credit value (i.e. all completed modules on your previous course of study).

Module Code	Module Title	Credit Value	Level

**Checklist of documents included with this initial application form:**

- e-copies of module descriptions (containing the modules learning outcomes)
- e-copy of course handbook
- e-copies of transcripts

**Signed :**

**Date:**

When complete, please email this form and any supporting documents to  
UCC Academic Services ([uccadmissions@colchester.ac.uk](mailto:uccadmissions@colchester.ac.uk)) or submit a hard copy to  
UCC Academic Services, HE103, University Centre Colchester, Sheepen Road,  
Colchester, Essex, CO3 3LL

If you have any queries please contact UCC Academic Services on 01206 712386 or  
via the email address above.



## 2) Accreditation of Prior Learning (APL)

### Example 1

Module title	Learning outcomes of previous study	Module title	Learning outcomes of proposed modules
Unit 5 L/601/0995 Project Design, Implementation and Evaluation  Level 5 20 Credits	<ol style="list-style-type: none"> <li>1. Be able to formulate a project</li> <li>2. Be able to implement the project within agreed procedures and to specification</li> <li>3. Be able to evaluate the project outcomes</li> <li>4. Be able to present the project outcomes</li> </ol>	BAFA011 Development of Fine Art Processes  Level 5 30 Credits	<ol style="list-style-type: none"> <li>1. Apply art and design methodology and technology appropriately to identified problems or issues.</li> <li>2. Produce and explore a range of innovative ideas which are viable both technically and in context.</li> <li>3. Select an appropriate concept and develop into a feasible outcome.</li> <li>4. Communicate and present outcomes both effectively and persuasively.</li> </ol>
Unit 8 T/601/5415 Ideas in context  Level 5 15 Credits	<ol style="list-style-type: none"> <li>1. Be able to independently generate ideas to fulfill complex visual arts objectives</li> <li>2. Be able to devise complex ideas to suit specific art and design applications</li> <li>3. Be able to work with others in generating, developing and communicating ideas</li> <li>4. Be able to plan and design a presentation and communicate ideas effectively</li> </ol>		<b>BAFA011 Learning outcome 1</b> <b>Corresponds to:</b> Unit 5: LO 2 Unit 8: LO 2 Unit 23: LO 2 Unit 124: LO 3 Unit 127: LOs 1, 2 and 3
Unit 124 T/601/6645 Fine Art Ready-Mades  Level 5 15 Credits	<ol style="list-style-type: none"> <li>1. Understand the use of fine art ready-mades</li> <li>2. Understand the potential of fine art ready-mades to communicate intentions</li> <li>3. Be able to produce fine art ready-mades</li> <li>4. Be able to evaluate fine art ready-mades.</li> </ol>		<b>BAFA011 Learning outcome 2</b> <b>Corresponds to:</b> Unit 5: LOs 1 and 2 Unit 8: LOs 1 and 2 Unit 23: LOs 1, 3 and 4 Unit 124: LOs 2 and 3 Unit 127: LOs 2 and 3
Unit 127 T/601/6658 Site Specific Fine Art  Level 5 15 Credits	<ol style="list-style-type: none"> <li>1. Be able to research site-specific artwork</li> <li>2. Understand the potential for site-specific artwork</li> <li>3. Be able to prepare proposals for work</li> <li>4. Be able to implement proposals.</li> </ol>		<b>BAFA011 Learning outcome 3</b> <b>Corresponds to:</b> Unit 5: LOs 1 and 2 Unit 8: LOs 1 and 2 Unit 23: LOs 3 and 4 Unit 124: LOs 2 and 3 Unit 127: LOs 2, 3 and 4
Unit 23 T/601/5401 Communication with Images in Art and Design	<ol style="list-style-type: none"> <li>1. Understand the use of visual imagery in different cultures and sub-cultures</li> <li>2. Understand the use of sequencing to communicate with a series of images</li> <li>3. Be able to communicate meanings, messages and information using images</li> <li>4. Be able to produce visual imagery aimed at different audiences.</li> </ol>		<b>BAFA011 Learning outcome 4</b> <b>Corresponds to:</b> Unit 5: LOs 3 and 4 Unit 8: LO 4 Unit 23: LOs 3 and 4 Unit 124: LOs 3 and 4 Unit 127: LOs 3 and 4

## Example 2

Module title	Learning outcomes of previous study	Module title	Learning outcomes of proposed modules
Unit 4 D/601/6381 Professional Practice in Art and Design Level 5 15 Credits	<ol style="list-style-type: none"> <li>1. Be able to place themselves and their work in the context of their selected discipline</li> <li>2. Understand their specialist area and the career opportunities available</li> <li>3. Be able to develop and present a professional portfolio in an appropriate format</li> <li>4. Understand how to promote themselves and their work professionally.</li> </ol>	BAFA02I Personal Development Planning Level 5 15 Credits	<ol style="list-style-type: none"> <li>1. Identify and assess their personal strengths and weaknesses in their subject skills and knowledge.</li> <li>2. Identify and organise development needs.</li> <li>3. Make reflective and critical judgments.</li> <li>4. Begin to evaluate independently.</li> <li>5. Record their learning experiences.</li> </ol> <p><b>BAFA02I Learning outcome 1</b>  <b>Corresponds to:</b>            See comments below.</p> <p><b>BAFA02I Learning outcome 2</b>  <b>Corresponds to:</b>            Unit 4: LOs 1 to 4</p> <p><b>BAFA02I Learning outcome 3</b>  <b>Corresponds to:</b>            Unit 4: LOs 1 to 3</p> <p><b>BAFA02I Learning outcome 4</b>  <b>Corresponds to:</b>            Unit 4: 1 and 2</p> <p><b>BAFA02I Learning outcome 5</b>  <b>Corresponds to:</b>            See comments below.</p>
Unit 118 A/601/6632 Management of Art Exhibitions Level 5 15 Credits	<ol style="list-style-type: none"> <li>1. Be able to establish exhibition space through contact with individuals and organisations.</li> <li>2. Be able to prepare and install work for exhibition</li> <li>3. Understand the effectiveness of exhibitions</li> <li>4. Be able to make an effective contribution to managing the exhibition process</li> </ol>		

Not all outcomes for BAFA02I PDP can be mapped directly to previously studied modules, but there are references in module guides and the course handbook that indicate that the requirements of this module are important aspects of previous study. For example, the Unit Abstract for Unit 4 (Professional Practice in Art and Design) states,

*"This unit serves to evaluate and assimilate learners' skills...through participation in self-analysis and reflection, **recognition of strengths and weaknesses**, goal setting.*

*This unit will allow learners the time to reflect on the previous years of study and to assess their strengths and weaknesses. It will allow evaluation of their own progression, the contribution they have made to their subject and the broader critical debate surrounding their subject."*

The HND Course Handbook also comments at length in the section on, 'Higher Level Skills and the Tutorial Process', where it includes the following,

*"...Skills development and recording.*

- *Researching*
- *Planning, editing and ordering written material*
- *Revising structure & revising content*
- *Time management*
- *Personal Development planning"*

*There are no direct links in terms of learning outcomes for Unit 118, but it is the case that all the requirements of this module are met as part of the module content for 02I Personal Development Planning and 03I Confirmation of F&T Practice.*

*All students participate in at least one show or exhibition of their work, where they are involved in all aspects of the event and record and reflect on this experience as part of their professional development.*

<b>Module title, level &amp; credits</b>	<b>Learning outcomes of previous study</b>	<b>Module title, level &amp; credits</b>	<b>Learning outcomes of proposed modules</b>

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Please confirm by ticking the box whether you have seen:

- all relevant certification:
- formal LO documentation from the previous institution:

Please confirm that the prior learning evidenced was taken within the last

5 years:

If the prior learning was not taken within the last 5 years, what is the justification for accepting the currency of learning? (eg. C.V. Personal Development Portfolio)

**3) Accreditation of Prior Experiential Learning (APEL):**

*Please list the evidence supplied (e.g. portfolio. C.V. etc.)*

**4) AP(E)L Assessor comments/recommendations:**

**5) Recognised general credit value:**

**VOLUME & LEVEL OF GENERAL CREDIT:**

**CREDIT-RATING AUTHORITY:**

*Attach copy of Transcript or final section of Credential Evaluation in support of these details.*

**6) Proposed individual admission with specific credit and context:**

**SPECIFIC CREDIT VALUE**

Volume & Level of Specific Credit:

**CONTEXT OF SPECIFIC CREDIT**

**Award Pathway:**

**Field:**

**School:**

**Partner Institution AP(E)L Assessor:** ..... **Date:** .....

**Name:** .....

**Title:** .....

**Partner Institution Approval:** ..... **Date:** .....

**Name:** .....

**Title:** .....

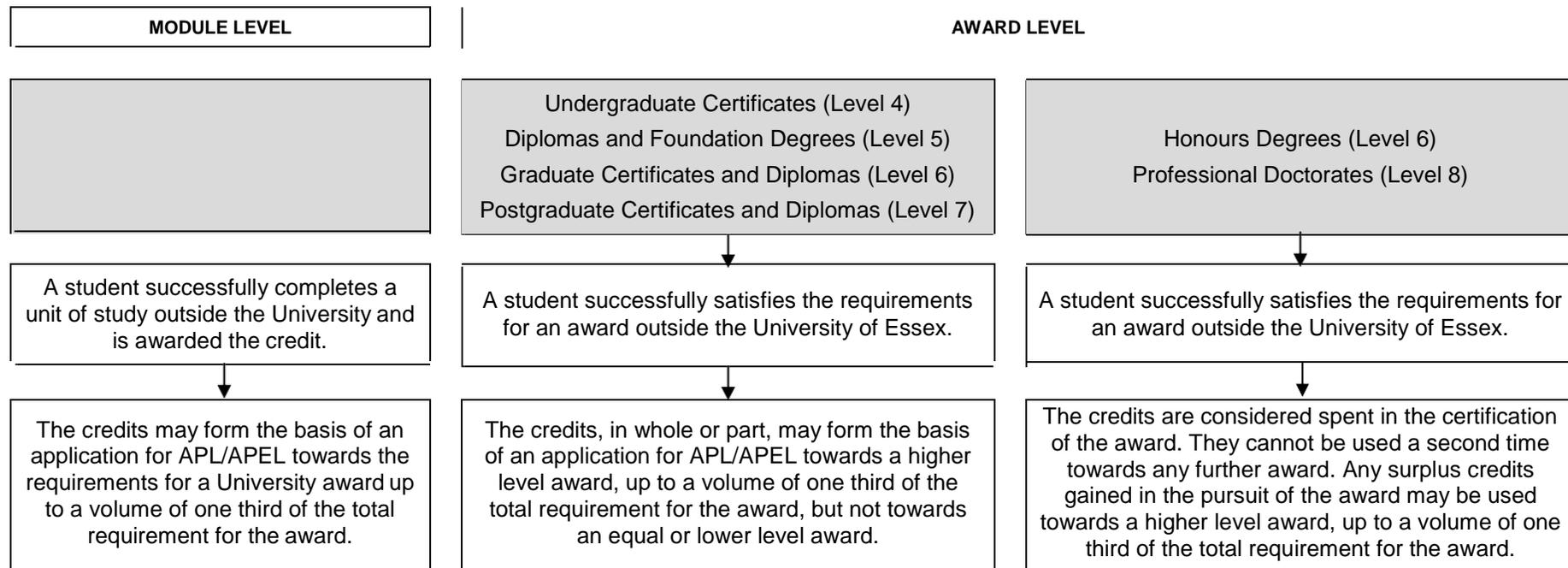
**University of Essex Approval:** ..... **Date:** .....

**Name:** .....

**Title: Dean of Academic Partnerships**

## THE RE- USE OF CREDIT FROM UNIVERSITY OR EXTERNAL SOURCES TOWARDS UNIVERSITY OF ESSEX AWARDS

After *Credit and HE Qualifications: Credit Guidelines for HE Qualifications in EWNl*. CQFW, NICATS, NUCCAT and SEEC, 2001  
References to Levels 4, 5, 6, 7 and 8 refer to the QAA's *Framework for Higher Education Qualifications in England and Wales*<sup>1</sup>



### Examples:

A student who achieves a Graduate Certificate, or a Graduate Diploma, may apply to use the credit towards any Postgraduate, Masters or Professional Doctorate award because they are all at a higher level and the Certificate and Diploma are nonterminal awards.

A student who has gained an Honours Degree may not use credit forming part of the award towards any further awards at any level.

<sup>1</sup> Updated to reflect new FHEQ levels which replaced the levels described in the 2001 edition of the FHEQ, which were identified as Certificate (C), Intermediate (I), Honours (H), Masters (M) and Doctoral (D) level.