

# Regulations for Students on University of East Anglia Programmes

## Accreditation of Prior Learning

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## Introduction

1. Accreditation of prior learning (APL) is defined as a system whereby academic credits can be awarded for previous learning that has taken place either through formal courses of study (Accreditation of Prior Certificated Learning - APCL) or in other ways (Accreditation of Prior Experiential Learning - APEL).

Credits gained can be:

- Accumulated - counted towards an award (for example, a Diploma/Degree);
- Transferred - to another course of study or to another institution;
- Used to grant exemption from part of a course of study.

A distinction between general and specific credit should be noted as follows:

General credit is awarded by the body which validates a course/qualification and demonstrates for external reference the volume and level of work associated with that course/qualification. The award of general credit makes no commitment about the use of that course/qualification by another body/institution for the award of specific credit via APL towards a subsequent qualification.

It is the responsibility of a receiving institution/UEA, to decide how much specific credit to award an individual student via APL, based on the level, extent and perceived relevance of the material (both knowledge and skills based) contained within the course/qualification offered by the applicant when compared with his/her intended course of study.

2. The following guidelines aim to clarify the position concerning cases of APL but additional, more specific guidelines may be used in certain subject disciplines where approved by the University Learning and Teaching Committee.

## APL Principles

3. Specific credit may be awarded for courses which form a substantial part of a degree/higher education qualification, that carry a credit-rating and are clearly comparable in level, academic standard, content and learning outcomes to an equivalent award at UEA.
4. Applicants must note, however, that the award of specific credit via APCL towards their intended course of study is not guaranteed and may not necessarily directly reflect the value/level of the general credit assigned to their current/previous qualification by the validating body, i.e. it may be less.
5. Exemptions are not awarded for courses/qualifications that were awarded five years ago or longer, prior to the enrolment date for the intended course of study, unless the candidate can provide supporting evidence which gives an account of ways in which

learning achieved through the course/qualification has been applied actively and updated within the past five years.

Exemptions may not normally be granted where a student has previously registered for and failed part of an award and wishes to seek readmission to the same or similar award.

6. Partner institutions may not award exemptions for pre-requisites in certain disciplines e.g. where the modules are required for Law Society recognition or are needed for professional practice, unless the applicant can show that the identical modules have been completed elsewhere.
7. For undergraduate Honours degree courses and Integrated Masters degrees, a candidate must normally attain all level 5 credit and above at the partner institution.
8. Postgraduate taught students may be granted APL for 50% or less towards the total number of credit points for an award. APL shall not be granted in respect of the dissertation component of a course.

## **Application Process**

9. The applicant's request must be made in writing, enclosing:
  - (1) A certified copy of certificate(s) or parchment(s);
  - (2) a syllabus;
  - (3) a completed application form, which asks for a transcript of the subjects taken, a full record of academic results achieved and contact details of an academic referee at the institution which awarded the qualification.

All applications should be sent to the partner institution.

10. Procedure for the approval of APL:

***For Undergraduate/Integrated Masters Candidates:***

**Level 4**

Delegated to partner institutions

**Level 5 and above**

Academic Director of Partnerships

***For Postgraduate Taught Candidates:***

Exemption for 50% or less towards the total number of credits for an award

Delegated to partner institutions

11. Requests for approval/concessions to the Academic Director of Partnerships should be sent to Academic Partnerships at UEA.
12. Partner institutions may charge an APCL assessment fee. Please contact the partner institution for further details.
13. APCL applications may take up to 6 weeks to complete. All applicants should be advised of this, and should be aware of restrictions concerning APL for half year arrangements, especially if the intended course of study involves year-long modules.
14. The partner institution will notify the candidate of the outcome in writing, and a copy will be sent to Academic Partnerships at UEA.

## **APEL Principles**

15. APEL exemptions are not normally awarded for certain professional disciplines. Applicants should consult their partner institution for further advice.
16. APEL applications will be assessed individually. Candidates must demonstrate that relevant, practical experience has been gained, and compile a portfolio of evidence using:
  - (1) where applicable, confirmation by line-manager of job responsibilities and job description;
  - (2) a record of achievements;
  - (3) where applicable, details of specialist training/skills;
  - (4) contact details of two referees, who can comment on the candidate's achievements;
  - (5) documentation to demonstrate the learning outcomes achieved and the candidate's personal reflection of how the experience has furthered his/her understanding of the relevant subject area;
  - (6) a completed application form.

In the first instance, applicants should contact the partner institution and obtain the programme specification for the intended course of study. Candidates should indicate the relationship between the programme specification and their portfolio of evidence, and may consult the appropriate Course Leader/Admissions Officer for advice.

The responsibility for assessing APEL cases shall be delegated to two members of the academic staff within the partner institution, who will interview candidates on the basis of their portfolios. The APEL interview may last up to an hour and may be recorded to enable interviewers to check the validity of their eventual assessments. The interview should focus on key, relevant learning experiences and candidates will be invited to give a detailed narrative account of the relationship between their prior learning and their intended course of study. The assessors should forward their joint recommendations to Head of HE or equivalent.

Records relating to the APEL assessment must be retained. The candidate should also keep the portfolio of evidence for future reference.

The Head of HE or equivalent will consider the evidence put forward by the applicant and the recommendations of the assessors. The Head of HE or equivalent may approve and endorse the APEL exemption and inform the candidate in writing.

If the Head of HE or equivalent agrees with the assessors' judgement that no exemption should be granted, based on the evidence presented, the applicant shall be notified in writing.

17. For postgraduate taught applicants, APEL exemptions may not be granted for more than 25% of the total number of credit points required for an award.
18. For undergraduate/integrated masters applicants, APEL exemptions may not be granted for more than 60 credits of the total number of credit points required for an award.
19. The partner institution may charge an APEL assessment fee. Please contact the partner institution for further details.

### **Summary of normal requirements for admission via APL:**

Award	Maximum credits which may be imported	Minimum credits to be taken on University of East Anglia validated courses	Total credits for award
Masters Degree	90	90	180
Graduate Certificate	30	30	60
Graduate Diploma	45	45	90
Bachelors Degree	120	240	360
Bachelors Degree (top-up)	0	120	120
Foundation Degree	120	120	240

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

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 (syllabus) that you wish to be taken into consideration with this application. These should include information about module content, learning outcomes.*

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

*In addition to the above, you are required 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>NAME OF 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:

Once completed, 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 regarding completion of this form please contact UCC Academic Services on (01206) 712386 or via the email address above.



**APCL/APEL APPLICATION FORM**

**Partner Institution:**

**Applicant Name:**

**Course/module applied for:**

**Date:**

**1) Description of student’s learning:**

Dates credits achieved		Institution	Qualification <i>Level and course title</i>	Credit level <b>(NQF)</b>	Total NQF credits achieved <i>(in 15 credit increments)</i>
From	To				

**Mapping of previous study against proposed exempted modules:**

Modules studied previously	NQF Level	credits	Modules for which exemption is requested	NQF level	credits

## 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     Unit 118 A/601/6632 Management of Art Exhibitions  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> <ol style="list-style-type: none"> <li>1. <i>Be able to establish exhibition space through contact with individuals and organisations.</i></li> <li>2. <i>Be able to prepare and install work for exhibition</i></li> <li>3. <i>Understand the effectiveness of exhibitions</i></li> <li>4. <i>Be able to make an effective contribution to managing the exhibition process</i></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> <b>BAFA02I Learning outcome 1</b> <b>Corresponds to:</b> See comments below. <b>BAFA02I Learning outcome 2</b> <b>Corresponds to:</b> Unit 4: LOs 1 to 4 <b>BAFA02I Learning outcome 3</b> <b>Corresponds to:</b> Unit 4: LOs 1 to 3 <b>BAFA02I Learning outcome 4</b> <b>Corresponds to:</b> Unit 4: 1 and 2 <b>BAFA02I Learning outcome 5</b> <b>Corresponds to:</b> See comments below.

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>

<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>

<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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<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>

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:**

**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:** .....

**For requests that include level 5 credit or above:**

**University of East Anglia Approval:** ..... **Date:** .....

**Name:** .....

**Title: Dean of Academic Partnerships**