HE21A



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| ***Office use only:***  ATE STAMP  **Logged on Data File**  ATE STAMP  **RoD sent to HoS**  ATE STAMP  **RoD sent to Applicant** | **ACCREDITATION OF PRIOR LEARNING (APL) APPLICATION FORM**  **for**  **ADVANCED ENTRY**  **CERTIFICATED OR EXPERIENTIAL LEARNING** |

**Please read instructions before completing this form**

**Part 1 – Applicant Details**

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| --- | --- | --- |
| Applicant Name | First name: | Last (family) name: |
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| Nationality: |  | Student No:  (if applicable) |  |

DATE STAMP

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| Email Address: |  |

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| Home Address: |
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**Part 2 – Accreditation of Prior Learning (APL) claim:**

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| Full title of the programme the applicant is applying to study.  Prefix as appropriate with *MA, MSc, BA, BSc, Fd, HND, HNC, Dip, etc*). |
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***Tick 🗸 relevant awarding body for the above programme*:**

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| Awarding Body: | Grimsby Institute: |  | Hull: |  | Edexcel: |  |

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| Programme Leader’s Name: |  |

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| **For Applications where Prior Certificated Learning is being claimed** | | | |
| State the qualification title previously achieved and name of institution: |  | State the **Year** the qualification (or credits) were achieved |  |

**Please state below, the Module(s), Level(s) and Credit(s) of the programme the applicant is applying of which APL is sought and state whether Certificated Learning and/or Experiential Learning. For Example:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Title** | **Credit** | **Stage** | **Level** | **Certificated Learning**  ***Tick 🗸*** | **Experiential Learning**  ***Tick 🗸*** |
| Introduction to Marketing | 20 | Certificate | 4 | ***🗸*** |  |
| Organisational Decision Making | 15 | Diploma | 5 |  | ***🗸*** |

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| **Module Title** | **Credit** | **Stage** | **Level** | **Certificated Learning**  ***Tick 🗸*** | **Experiential Learning**  ***Tick 🗸*** |
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**Please state the total amount and level(s) of credit(s) claimed for consideration of APL:**

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|  | **Level 3** | **Level 4** | **Level 5** | **Level 6** |
| **Amount of Credits** |  |  |  |  |

**Part 3 – Programme Leader’s Assessment Statement**

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| **Please indicate whether the claim**  **is for SPECIFIC and/or GENERAL Credit** | ***Tick***  Specific Credit | | | |  | ***Tick***  General Credit | | | |  | |
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| **Programme Leader’s Assessment Statement:**  (*Your assessment statement must include comments on the following):*   1. The applicant’s ability to study at the point of entry. 2. Whether exemption from studying any of the modules of which APL is sought would impact on the student’s ability to study on future modules. 3. Whether the evidence is sufficient, valid, authentic, reliable and current. 4. Whether you are satisfied that the prior learning meets the requirements for APL. | | | | | | | | | | |
|  | | | | | | | | | | |
| Programme Leader’s Signature: | |  | | | Print Name: | | | |  | |
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**Part 4 – Applicant Documentary evidence**

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| **Please tick as appropriate to confirm documentary evidence is provided with the application.** | | | | | | |
|  | **N/A** |  | **Yes** |  | **No** | |
| Authentic evidence of prior **certificated** learning is provided (e.g. qualification certificate, results transcript, module handbook, etc) |  |  |  |  |  | |
|  | | |  |  |  | |
| A portfolio of authentic evidence of prior **experiential** learning is provided (e.g. examples & verification of your own work that is relevant & current) |  |  |  |  |  | |
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| A mapping document is provided that shows how the APL claim maps across to the learning outcomes of **each** module of which credit is sought | | |  |  |  | |
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| The Programme Leader’s statement is included | | |  |  |  | |
| **Certificates, Results Transcripts and other original documentary evidence**  Copies may be submitted with your application, provided a member of staff (e.g. programme leader) has signed the copies to confirm they have seen the original documents. | | | | | |
| **Part 5 – International Office Documentary evidence for overseas applications:** | | | | | | |
|  | **N/A** |  | **Yes** |  | **No** | |
|  | | |  |  |  | |
| International English Language Testing System (IELTS) certificate and verification for applicants whose first language is not English |  |  |  |  |  | |
|  | | |  |  |  | |
| Verification of UK NARIC comparison of qualification and transcript compatibility claimed for APL | | |  |  |  | |
|  | | |  |  |  | |
| Verification of UK NARIC recognition that the overseas awarding body is a legitimate educational institution to award the qualification(s) claimed for APL | | |  |  |  | |
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**Part 6 – Checklist**

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| **CHECKLIST**   * Has an HE21A-APL mapping form been completed for **each** module credit request?   *(****if not, the application may not be approved****)*   * Is there a Programme Leader’s statement included in the HE21A form?   ***(incomplete forms will be returned)***     * Is a portfolio of documentary evidence to support the APL application provided? *(****if not, the application may not be approved****)* |

**Part 7a – Student Declaration**

I declare that the information provided is accurate and complete to the best of my knowledge. I understand that to seek to gain an advantage or benefit through providing false or misleading information is liable to action being taken against me under the Code of Practice Academic Misconduct.

I acknowledge that it is my responsibility to ensure that I have fully completed this form and supporting evidence is attached. I understand that any evidence supplied with this form will not be returned. I give my approval to contact any awarding body named in this application to seek clarification or further information in processing my application.

By submitting this form and any information supplied with it I agree that TEC Partnership can use this data for educational purposes and store it for up to six years after the current academic year.

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| **Signed** |  | **Date** |  |

**Part 7b – Submission of the APL application**

**Please forward the APL application and supporting documents to:**

[**heqa@tecpartnership.ac.uk**](mailto:heqa@tecpartnership.ac.uk)

**HE Quality Office**

**TEC Partnership**

**Nuns Corner**

**Grimsby**

**DN34 5BQ**

Please do not hesitate to contact the Higher Education (HE) Quality Office on Tel: 01472 311222 ext 1446 should you require further information, advice or guidance.

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| **Part 8 – Return of portfolio of evidence documents**  **If you wish to have your evidence documents returned, please tick below, as appropriate.** | | | | |
|  | | **Yes** |  | **No** |
| Applicant will collect the portfolio of evidence documents from the  HE Quality office | |  |  |  |
|  | |  |  |  |
| Applicant requests the portfolio of evidence documents to be posted to the address below: | |  |  |  |
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| HE21A  APL | **ACCREDITATION OF PRIOR LEARNING (APL)**  **MAPPING DOCUMENT** |  |

**Please read instructions carefully before completing this form**

An APL mapping document must be completed for **each** module that credit is being sought. Clear explanation is required to evidence how the claim for credit maps across to the learning outcomes of the programme of which the applicant is applying. If APL is being claimed for a number of modules, please copy further pages as required.

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| **Module Learning Outcomes**  Please give the module title, level and credit, together with the module learning outcomes of the programme the applicant is applying of which credit is being sought.  **NB: This column is for module learning outcomes of the new programme.** | | | | | | **Mapping Evidence**  For certificated learning: Give the module title, level and credit of the qualification achieved, together with the module learning outcomes to show how certificated learning maps across to the outcomes in the left hand column (see instructions guide on specific credit).  For experiential learning: Provide a clear explanation of how the experiences map across to the requirements of the module learning outcomes in the left hand column, making reference to appropriate evidence (see instructions guide on general credit). | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |
| Module Title: |  | Level |  | Credit |  | Module Title: |  | Level |  | Credit |  |
| **Learning Outcomes (of the new programme):** | | | | | | **Evidence:** | | | | | |