

Higher Education
Cardinal Newman College
Student transfer arrangements.
(2019 – 2020)

APL – ACCREDITATION OF PRIOR LEARNING.



It is possible for prospective higher education students of Cardinal Newman College to claim for modules to be awarded towards their course on the basis of previous academic, professional, vocational or experiential learning, this is known as Accreditation of Prior Learning (APL) and making a claim is free and can be claimed in a number of ways.

APL can be:

- **Certificated (APCL)**, this recognises the learning that has been achieved through formal assessment, for which you have received an award/certificate such as any previous higher education courses completed. Only the parts of a prior qualification directly relevant to the learning outcomes of the new programme of study at Cardinal Newman College will be recognised for the purposes of awarding credit. Please note that credits from an already awarded Honours degree or a Masters qualification can NOT be re-used towards a new qualification.

Where a prior qualification or certificate is not from a recognised awarding body, its equivalence to specific learning outcomes will need to be established with reference to National Academic Recognition Centres (NARIC). Students with overseas qualifications would need to check the NARIC database, for which there may be a charge, to demonstrate equivalence as part of their APL application. Where a qualification or certificate's credit value cannot be established, the prior learning associated with it will require further evidence that can be assessed.

Or

- **Experiential (APEL)**, which is learning that has been achieved through work, study and life. It is important to note that this isn't about experience, but the learning and knowledge that has been gained from it.

APEL will be evidenced via a portfolio which should be chosen carefully to show evidence of learning and this will usually be structured around the learning outcomes of a specific module, you will get information advice and guidance to support you undertaking this from the HE team.

The portfolio may include:

- A **job description** that clearly and comprehensively articulates duties and levels of responsibility.
- A detailed **curriculum vitae (CV)** that articulates the personal, professional and career development.
- Professional **qualifications or certificates** that may or may not have an established academic credit value.
- Evidence of **continuing professional development** activity, in-company training, professional updating.
- Evidence of significant **work projects and activities** personally undertaken.
- An evaluation of a particular **case or event** in which the applicant had been involved, which demonstrates evidence of the learning they are claiming.
- **Artefacts** produced such as reports, policy and procedure documents, websites, designs, photography, video, audio files, articles etc.
- **Statements by a line manager** or other independent source familiar with the applicants work projects and the requirements of their job roles. The inclusion of testimonials should be to confirm other evidence, they are not adequate evidence in themselves)

The portfolio must be supplemented by an evaluation of how each piece of evidence has contributed to learning. This will normally be related to module learning outcomes integral to the course, to demonstrate equivalence.

APL is available for all students, however as all our courses are full-time the amount of accreditation may be limited to avoid jeopardising student's full-time status. The maximum amount of credit which can be counted towards a qualification is normally two thirds of the total required for the qualification. For example, 240 credits can be recognised through APEL towards the 360 credits required for a Bachelor's degree.

We would expect that the potential for APL would become apparent during the college's recruitment, selection and admissions processes as there are many opportunities for prospective students to engage with the HE teaching team including Assistant Principal (HE) and Programme and Module Leads who are familiar with APL, however students should claim within six weeks of the start of their course.

Where a qualification is more than 5 years old normally the award of credit will not be recognised. However, if the student can demonstrate that they have remained in the same area of practice, have undergone periodic professional accreditation and / or can provide evidence of continuing professional development activities which demonstrate

their currency and relevance of the learning achieved in the original qualification, then the credit can be recognised. In these circumstances prospective students will be asked to fill out a Statement of Currency form to confirm that they have kept up to date with advances in both theory and practice in the field. Cardinal Newman College is committed to the recognition of learning and if you feel that accreditation could benefit you and you would like more information, please contact the Assistant Principal (HE) ksalisbury@cardinalnewman.ac.uk

How are claims assessed?

- Recognition of Prior Learning queries will be managed by Assistant Principal (HE).
- Prospective students will receive specific information, advice and guidance to support them to undertake APL applications from the HE team familiar with APL processes.
- Evidence of prior learning submitted by prospective students will be initially assessed by Assistant Principal (HE) with regards to the extent to which it demonstrates the achievement of the learning outcomes against which the claim is made.
- The outcome of this first assessment will then be reviewed (moderated) by Programme or module leads and at academic level 5 or above reviewed by an External Examiner.
- APL documentation will be completed and presented to and formally considered at the next HE Internal Programme Quality Review meeting by the HE team including the Vice Principal for Curriculum and Quality where the decision to award academic credit (or otherwise) will be made.
- The outcome of the assessment of prior learning claims are on a pass/fail basis, are not graded and cannot contribute to degree classifications.

Evidenced Documentation.

- An APL claims form will be completed throughout the process of assessment by the assessors. The form will include the context of the claim including background details on the student, their programme of study and the nature of the supporting documentation/evidence being provided. The form will clearly show how many credits are being claimed for and if appropriate against which modules.
- For claims for **prior certificated learning**, copies of the transcripts will be included with the claim form and any NARIC statement. The form will include the year of the award, the title of award (exactly as appears on the original transcript) and name of the awarding institution. The number of credits being recognised from this certificated learning for the purposes of the programme will be clearly stated, although this may not be all of the credit from the original award/module
- For claims for **experiential learning**, the form will include details of the portfolio contents and the supporting evidence against the identified relevant module that credit has been claimed for. Evidence of how the claim has been assessed against the relevant (module) learning outcomes will be available on request. The form will include the award of credit (areas of learning), the level and amount of credits, the title of the experiential learning normally this would be the title of the module for which pre-accreditation may be claimed against however, it can also be a more general title summarising the focus of the claim.
- All APL decisions will be shared with validating universities link tutors and partnership officers. All APL applications will be reported and reviewed through Annual Monitoring Reports to each validating university and presented at the college's Academic Board meetings for review and evaluation.

Students wishing to transfer from a higher education course at Cardinal Newman College to a different UK higher Education Provider should in the first instance speak to the programme or module leader who will refer the student to the Assistant Principal (HE). The college is committed to providing the student support and collaborating with the alternative UK higher Education Provider to ensure information is shared to enable a smooth transfer

Katherine Salisbury
Assistant Principal (HE)
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