

CTF Accreditation of Prior Learning policy (Common Awards)

Definitions

The Accreditation of Prior Learning (APL) is the process by which a student applies for and, if successful, is granted an exemption from some of the modules on their pathway, because an academic judgment is made that they have already met most or all of the Learning Outcomes for that portion of their programme. 6.

For the Accreditation of Prior Certificated Learning (APCL) the student will have met these Learning Outcomes by passing all or part of a course of study that was formally assessed and certificated by a higher education provider, thereby gaining credits at a specific level, as defined by the Framework for Higher Education Qualifications.

For the Accreditation of Prior Experiential Learning (APEL), the student will have met these Learning Outcomes in other ways, perhaps through work, through private study, or through uncertificated training.

Direct Entry is a special case of APL, in which a student is granted exemption from the whole of Level 4 of a BA programme, and enters directly into Level 5.

Policy

The CTF's policy is to encourage and accept applications for APL in accordance with the guidelines published on the Common Awards website: <https://www.dur.ac.uk/common.awards/policies/apl> (the "guidelines")

The CTF offers APL for all of our programmes.

Direct Entry is available to Level 5 of the BA.

The CTF uses Durham's normal levels of maximum credit quantities as set out in the guidelines (ie the limits have not been lowered).

Application process

Anyone considering making an application for APL should talk to the Director of Studies (DOS) at the Federation House to which they are applying. There is no fee for making an APL application.

The DOS will make sure that the student is aware of the requirements of this policy and advise whether an application for APL is suitable. If it is, the student will be directed to download the application form from the Common Awards website and will give them guidance for completing it along with details of the deadline for completion.

The DOS will assess the application in accordance with the guidelines and complete the assessor section of the application form, including the decision. Decisions will normally be made in two weeks, though this may be extended if it is necessary to gain further evidence.

The Chair of the CTF's Common Awards Exam Board will review and approve the completed application. Another member of the Exam Board may approve applications in the absence of the Chair or if the Chair has undertaken the assessment themselves.

An electronic copy of the completed form and all evidence supplied must be sent to Bounds House by the approver. Bounds House will notify Durham and put the information on the applicant's file. In cases that are not straightforward the Bounds House team will liaise with the Common Awards team at Durham.

In all cases, the DOS will communicate the decision to the applicant.

Complaints

Individuals wishing to complain about the APL process should use the CTF's normal complaints procedure, which can be found at www.theofed.cam.ac.uk/policies.

February 2019