

# LCCA Accreditation of Prior (Experiential) Learning (AP(E)L) Policy and Process 2023-24

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<b>Author:</b>	<b>Katy McGowan (Head of Quality)</b>
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### 1. Policy Statement

- 1.1 Accreditation of Prior (Experiential) Learning is the process whereby a student's previously acquired learning, whether certificated or not, is recognised, through the awarding of credit, for the purposes of progression and award.
- 1.2 A student seeking recognition under this mechanism must apply prior to admission to the course of study. Any credit awarded under this scheme will be awarded at the discretion of the Course Leader

in which the student is applying to study and must be awarded prior to the student's enrolment on their course of study. The Course Leader must clearly state the volume and level(s) of all such AP(E)L credit awarded.

- 1.3 In line with the regulations set out in the Common Credit Framework (CCF) of the validating body, UCA, the maximum credit that may be awarded under this mechanism in recognition of AP(E)L will no more than two thirds for credit transfer, and not be more than half of the credits required for students with experiential learning. Accordingly, a student awarded such AP(E)L credit will not be eligible for an exit award where their AP(E)L credit comprises more than half of the credit required for that exit award.
- 1.4 Where credit is awarded under this mechanism, it shall be clearly recorded as AP(E)L credit and shall not be awarded a mark. Such AP(E)L credit shall not be used to calculate any indicator score or award classification.

## 2. Credit Transfer and Experiential Learning

- 2.1 These regulations have been informed by UCAs CCF, The Quality Assurance Handbook Section I, and the Quality Assurance Agencies UK Quality Code Part A: Setting and maintaining academic standards and Chapter B6: Assessment of students and the recognition of prior learning.
- 2.2 There are two types of prior learning, each with four routes by which the learning may be recognised as follows:

### *Prior Learning*

- (i) Credit Transfer
- (ii) Accreditation of Prior Experiential Learning (APEL)

### *Routes*

- (iii) claims for mid-year transfer from a course of study at another institution.
- (iv) claims entry with advanced standing, i.e., direct to stage 2 or 3 of a course.
- (v) claims for admission without the threshold entry qualifications.
- (vi) claims for exemption from units

The requirements may be fulfilled either through certificated learning at another institution or through work experience or study which has not been formally recognised.

- 2.3 For each unit delivered by LCCA that is validated by UCA, there is an approved set of learning outcomes, which describe the knowledge and skills a student is required to demonstrate on successful completion of the unit. Where an applicant can demonstrate that they have already achieved the relevant knowledge and skills for a unit, or for a whole stage of study, they may be admitted with specific credit awarded (i.e., they will not be required to undertake those units for which the outcomes have already been achieved).

- 2.4 Where credit is awarded through either credit transfer or AP(E)L it shall be clearly recorded and as such will not be given a mark. AP(E)L will not be used to calculate any indicator score or award classification.
- 2.5 Credit will be awarded only where the outcomes demonstrated meet those required by the course or some part of the course to which the claimant is applying or on which they are registered and where the learning is current. Where the claim is for admission without the threshold entry qualifications, the prior achievement of the claimant should be equivalent to the normal expectation of achievement at entry.
- 2.6 Prior achievement may be credited for any units at LCCA barring foundation year courses.
- 2.7 The recognition of prior achievement and the assessment of claims in respect of LCCA courses that are validated by UCA are at the sole discretion of the UCA. The award of credit may therefore be conditional upon a student taking a prescribed route or a particular combination of units from a course of study where multiple options are available. LCCA will review and approve AP(E)L applications on an individual basis, and the decisions will be confirmed by UCA who award the credit.
- 2.8 Applicants seeking recognition of credit must apply prior to admission to the course.

#### Credit Transfer

- 2.9 Applicants who have completed the whole or part of a course of further or higher education at an institution in the UK may be admitted with specific credit at an appropriate point. The student will be required to present a transcript or record of achievement and evidence of the material covered (e.g., formal documentation of the curriculum undertaken, and credits achieved). Copies of coursework completed may also be requested.
- 2.10 LCCA and UCA retain the right to require further assessment of a student where the evidence presented does not cover certain knowledge or skills which are required.
- 2.11 Learning for which credit is being claimed must be current. Certificated learning must normally have been gained within the five years immediately preceding admission. However, if the student can demonstrate that the learning has remained current, for example through the circumstances of their employment, credit may be awarded for previous learning.
- 2.12 As detailed in section 1.3 the maximum credit that may be recognised under this mechanism is two-thirds of the credit required for the award.

#### Accreditation of Prior Experiential Learning (APEL)

- 2.13 Where a student has relevant knowledge and skills and where these can be assessed appropriately, experiential learning may also be accredited (this does not include English language). Learning may have been achieved through paid employment, voluntary work or industrial training or study of any kind which was not formally assessed or certificated.
- 2.14 The following principles apply:
- (i) The applicant is responsible for identifying the relevance of any knowledge and/or skills he/she has and for providing appropriate documentary evidence.

(ii) A claim must include a clear statement of what was learned and its relevance to the unit or course of study in question as well as appropriate supporting evidence.

(iii) The course team is responsible for determining and specifying requirements in relation to a particular course of study.

(iv) Credit will be awarded where the learning identified matches or is equivalent to that required by the course or unit for which credit is being claimed.

2.15 Where both credit transfer and experiential learning are being used to claim credit, the requirements from section 2.5 and 2.14 will need to be met.

2.16 As stated in section 1.3, the maximum number of credits that can be awarded for experiential learning can be no more than half of the total credits for an award. A student is not eligible for an exit award where their credit awarded under this mechanism comprises more than half of the credits required for that exit award.

2.17 Where appropriate, both admission with advanced standing and exemption from certain units may apply. This means that a student may be admitted at stage two of a degree course and be exempt from certain units at Level 5, where he/she is deemed already to have met the requirements of those units.

### 3. Application Process

3.1 Applicants who wish to make an application for AP(E)L should contact the admissions department, who will provide guidance and the relevant forms for the application. When a claim for APL is made, the Course Leader responsible for considering the case will determine, in consultation with relevant colleagues, the nature of the evidence required to demonstrate equivalent learning to that required. In the case of certificated learning, this will usually include documentary evidence of qualifications achieved or a transcript of results and course handbooks or unit outlines as appropriate. In the case of experiential learning, this will include a written account of the knowledge and skills acquired, including a statement demonstrating how the learning relates to the requirements of the unit or stage from which the student is seeking exemption. It may also include employer references or testimonials and job descriptions

3.2 It is the responsibility of the applicant to present all documentary evidence in English. Documentation that has been translated must be certified by an appropriate authority.

3.3 In determining the nature and range of evidence appropriate to support a claim the Admissions Team in collaboration with the Course Leader will consider:

i) Acceptability – is there an appropriate match between the evidence to be presented and the learning to be demonstrated? Is the evidence valid and reliable?

ii) Sufficiency – is there sufficient evidence to demonstrate fully the achievement of the learning claimed?

iii) Authenticity – is the evidence clearly related to the applicants' own efforts and achievements?

iv) Currency – does the evidence relate to current learning?

The Admissions Team, based on the feedback from the Course Leader, will then advise the applicant of the requirements and will give guidance, if necessary, on the units towards which credit is sought and offer advice on the methods of presentation.

- 3.4 The Admissions Team, in collaboration with the Course Leader, will review the application and determine whether the credit is correct, and the learning outcomes required for the modules have also been met.

#### *Internal Applicants*

For internal applicants where the credit requirements have been met and the Course Leader is satisfied that the student can start on the course, the Course Leader completes the APEL form and is returned to admissions for processing. These applicants will not require an interview.

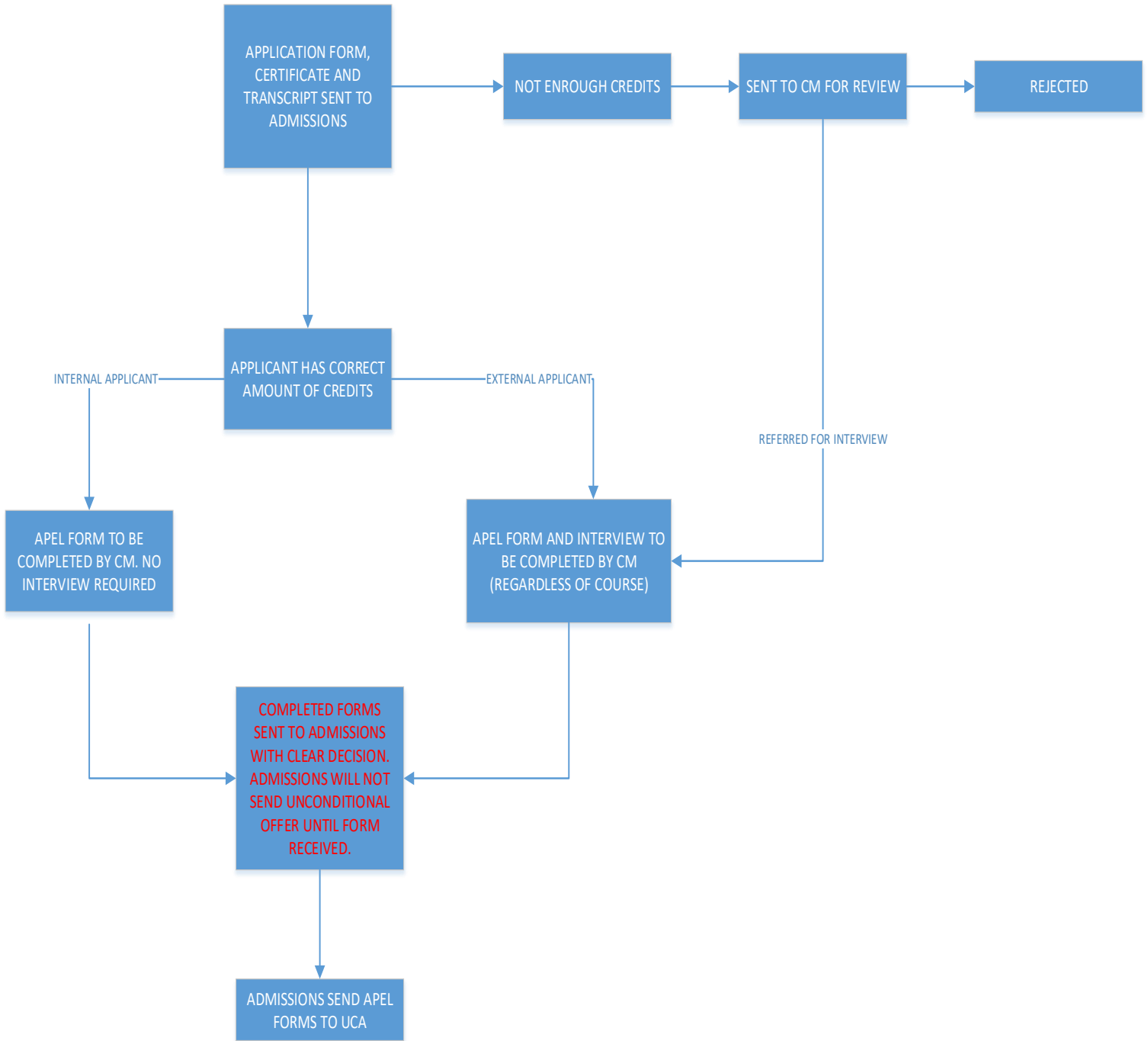
#### *External Applicants*

For external applicants where the credit requirements have been met and the Course Leader is satisfied that the student can start on the course, the Course Leader completed the APEL form, and the student is invited for an interview to determine their suitability for the programme. Once a decision has been made by the Course Leader, the form and interview documentation are provided to the Admissions team for processing.

- 3.5 Assessment is carried out by mapping the evidence of achievement provided against the learning outcomes expressed in unit descriptors for the course to which admission is sought or on which a claimant is already registered. Statements of professional competency required by professional, statutory or regulatory bodies should be applied where appropriate. Assessment is a matter of academic judgement and as such is not subject to appeal.
- 3.3 For all applicants where their applications for AP(E)L have been accepted, their forms are sent to UCA for ratification.
- 3.4 Where an applicant does not meet the entry requirements in terms of credits or documentation, the application is sent to the Course Leader to check. The Course Leader will either confirm the application does not meet the requirements or can refer to the application for an interview. In these cases, the student will be treated as an external applicant. All forms are sent to the Admissions Team for processing.
- 3.5 Due to the nature of the courses at LCCA, partial credit cannot be awarded for an academic year. Therefore, all applications would be considered for full level credit only and would be placed on a lower award where not enough credit is evidenced.
- 3.6 All decisions made from the AP(E)L process are recorded on the Student Records System. The Admissions Team are responsible for ensuring UCA have been informed of the decision and are provided with the relevant paperwork for reporting to then Board of Examiners.
- 3.7 In certain cases, LCCA may set tasks for applicants to complete to show that learning outcomes can be met, or where 20 credits or less are needed to permit the entry onto a new stage. The tasks are designed to ensure that students have met the required learning outcomes.

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### 4. Process Flow Chart



## 5. Template Form

<h1 style="margin: 0;">Claim for entry with Advanced Standing</h1> <h2 style="margin: 0;">Further Information</h2> <p style="margin: 0;">Direct Entry to Level 5/6/7 of a course</p>	 <p style="margin: 0;"><b>University for the Creative Arts</b></p>
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Full Name (Forename/Surname): _____	Level/Year to which entry is sought:
Intended Course Title of study:	Intended Course Code of Study:
UCA Student Number (If known):	

Type of Accredited Learning. HND/DipHE/HNC/Work experience/Other (please state)	
Total number of Credits obtained per level (please state)	

What form of evidence is provided to support the claim (e.g., assessment transcripts, examples of work which demonstrates comparable skills?). Continue a separate sheet if necessary.

Please provide evidence of how the interview was graded to transform this as a credit equivalence?

Please provide evidence that the Interview has demonstrated the learning at the credit level and volume being applied for?

Please confirm you have emailed the password protected Interview notes for the student to UCA Collaborative Provision.

Name

Date of Form