

**APPENDIX 1 APL APPLICATION FORM**

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| Part 1 – Personal Information | | | | | |
| Surname: | | |  | | |
| Forename(s): | | |  | | |
| Title: | | |  | | |
| Student ID (if applicable) | | |  | | |
| If you have already applied for full-time study via UCAS, please insert your UCAS number here: | | | | | |
| Contact Details  Home Address:  Postcode:  Email Address: | | | | | |
| Telephone Number(s)  Home: Work:  Mobile: | | | | | |
| Employer Name and Address (if applicable): | | | | | |
| Part 2 – Proposed Course of Study | | | | | |
| Programme title:  Mode of attendance:  Month or year of entry: | | | | | |
| Please tick the level of APL for which you are applying: | | | | | Tick as appropriate |
| (i) | APL to satisfy Entry Requirement(s); | | | |  |
| (ii) | Modules – please list the modules(s) for which you are seeking exemption.  1.  2.  3.  4.  5.  6. | | | |  |
| Part 3 – Outline of APL Claim | | | | | |
| I enclose the following documentation: | | | | | Tick as appropriate |
| (i) | | APL Application Form | | |  |
| (ii) | | Certificated evidence | | |  |
| (iii) | | Portfolio of Evidence | | |  |
|  | | Please return this form and evidence to the Course Director. | | |  |
| Signature: | | | | Date: | |

**APPENDIX 2 CRITERIA FOR ASSESSMENT OF APEL PORTFOLIOS**

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PROGRAMME:

1. Description of experience (10%)
   1. **Clarity** in terms of:
2. Specification of amount of time devoted to the activity.
3. Precision of description of activity
   1. **Relevance** in terms of:
4. Linkage to learning outcomes of Teaching and Training Studies course units.
5. REFLECTION ON EXPERIENCE (30%)
   1. **Depth**, in that the reflection:
6. Moves from the anecdotal/personal to make generalisations.
7. Moves from the descriptive to the analytical and evaluative levels.
8. Demonstrates change in behaviour because of reflection on experience.
   1. **Breadth** in that it:
9. Relates to each of the learning outcomes identified.
10. DESCRIPTION OF LEARNING OUTCOMES (30%)
    1. **Specificity** in terms of:
11. Clear identification of changes in knowledge, understanding or competence
12. Currency: the learning outcomes are relevant now
13. EVIDENCE (20%)
    1. **Relevance** insofar as it:
14. Is clearly linked to the learning outcomes identified above.
15. Is relevant today: evidence of *recent* application where learning outcomes were acquired some time ago.
    1. Authenticity in that:
16. The evidence demonstrates that the student did what is claimed.
17. PORTFOLIO (10%)
    1. **Organisation** in terms of:
18. Clear mapping of experience è reflection è learning outcomes è evidence
    1. **Clarity** in terms of:
19. Accessibility to non-specialists

* Only for subject-specific credit

**APPENDIX 3 APL ASSESSMENT / INTERVIEW PRO-FORMA**

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INSTRUCTIONS TO APL BOARD /INTERVIEWERS

Where an applicant is not to be interviewed, the pro-forma should be used for recording assessment of the evidence presented and the decision of the APL Board / Subject Selectors. The form shall be signed by each participating member of staff.

Where an applicant is to be interviewed, at least two members of academic staff should be present, and the form signed by each.

Sections A, B, E & F should always be completed. If an applicant is interviewed, section C must be completed. If the applicant is seeking exemption from an individual module(s) or entry via Advanced Standing, section D must also be completed.

SECTION A: Candidate details

**Name of candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of course applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mode of attendance (P/T or F/T):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of interview (*if applicable*):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evidence presented (certificated/experiential): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exemption sought - admission / module(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B: Evaluation of evidence presented (certificated or experiential learning)**

**NOTE: Appendix 2 may be used for detailed assessment of a portfolio of evidence.**

A copy of the evidence produced for interview should be retained by the APL Board.

**APPENDIX 4: EVALUATION OF INTERVIEW – APEL APPLICATION**

The APL Board should assess the candidate’s suitability for the course based on the criteria outlined below. They should base their decision both on evidence from the interview and from the evidence produced. A score of between 1 and 5 should be awarded under each heading.

The APL Board / Subject Selectors shall have due regard for the authenticity, currency, validity, reliability, and sufficiency of the evidence provided.

|  |  |  |
| --- | --- | --- |
| Criteria | Assessment of candidate’s ability to meet the criteria based on evidence presented | Score  (1–5) *\** |
| Relevant experience (professional, industrial or education)  Please explain how the candidate’s prior experience is relevant to the selected course of study. |  |  |
| Academic skills (e.g., critical thinking, reflective writing, knowledge of subject area etc). Please outline how the candidate shows an appropriate understanding of the academic skills required for the selected course of study |  |  |
| Awareness of course expectations  Please outline how the candidate shows an appropriate understanding of the content and workload for the selected course of study |  |  |
| TOTAL SCORE:  An aggregate score of 11 is normally necessary for admission to a programme. Where the number of applications for places exceeds the number of places available on programme, the score awarded in this interview may be used to rank candidates in order of preference. | | /15 |

\*A score of between 1 and 5 should be awarded for each of the criteria listed above, where 1 suggests the candidate does not show enough merit in the area and 5 suggests the candidate shows considerable merit in the area.

**APPENDIX 5: MODULE EXEMPTION**

***ONLY to be completed for candidates applying for APL to gain exemption from an individual module(s)*.** Please indicate how the candidate’s prior learning or prior experiential learning meets the relevant learning outcomes for each module for which an exemption is sought.

|  |  |  |
| --- | --- | --- |
| Title and code of module for which an exemption is sought: | Outline of evidence presented by candidate that he/she has met the learning outcomes of the module | Module exemption recommended? Yes/No |
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**APPENDIX 6: RECOMMENDATIONS OF APL BOARD**

Please add any additional information you feel may be relevant when considering this applicant’s request for APL.

**Overall Recommendation:**

|  |  |
| --- | --- |
| Approved |  |
| Insufficient evidence |  |
| Not approved |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_