

**Accredited Prior or Certificated Learning (AP(E)L)
Guidance Notes and Application Form**
(SF029/V3/October2017)

Sections

1. [Guidance Notes](#)
2. [Application Form](#)

NB: when submitting the application form, please only print section 2 and not the guidance notes.

Section 1 – Guidance Notes

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The Principle of Credit on Entry

APL is the acronym used for Accrediting prior **certificated** learning – That is modules or courses taken that resulted in marks being recorded or a certificate being awarded.

APEL is the acronym used for Accrediting prior **experiential** learning – That is work experience.

The core principle of accrediting prior experiential learning (AP(E)L) or prior certificated learning (APL) is that a student can join a course and eventually graduate from it without having to study all the modules because their previous experience or modules completed before the proposed registration here at Writtle (or a combination of the two) has equipped them with what is necessary to enter part way through a course and later graduate from it AS IF they are in the same position as the other students in their cohort.

Could I apply for AP(E)L?

Any prospective student who thinks they have the relevant experience (APEL) or certificates (APL) to replace part of the course they want to take should discuss this with the Admissions Office or your Admissions Tutor. They can help guide you but it will be your task to produce the evidence and fill out an application form for credit on entry. The form is available here <http://writtle.ac.uk/pdfs/APEL-Application-Form.pdf> you only need to fill out the first two sections.

How do I prove that I have achieved the relevant learning?

To help the Admissions Tutor you will need to produce certificates, transcripts and details about any courses you have taken or modules/ units of study you have successfully completed. For demonstrating experiential learning you need to produce a portfolio of work and references from, for example, an employer or a business client.

How do we gauge the QUANTITY and LEVEL of previous learning against our modules?

We use the Qualifications and Credit Framework (QCF) to measure what has been done before in terms of level and the standard credit weighting to measure the quantity. So for example a level 4 15 credit module counts for the same amount and level from any UK university. For non UK degrees information on the comparability of qualifications from overseas can be sought from UK NARIC. Please contact Admissions if you need assistance.

Qualifications and Credit Framework	Level	Level			Typical awards					
		Name	Award							
	8	Doctorate	D							PhD
	7	Masters	M						MA/Sc	
	6	Honours	H				BA	BA Hons		
	5	Intermediate	I			FdA				
	4	Certificate	C	Cert HE	Dip HE	FdSc	BSc	BSc Hons		

One credit is calculated as 10 hours of study. Full-time study comprising eight 15 credit modules per year gives a study programme of 8 x 150 = 1200 hrs / year = 120 credits. The academic year comprises two semesters, with semester 1 running over 13 weeks and semester 2 over 14 weeks. The semesters include

time for assessment, giving a weekly study expectation of 45 hrs /week for a full-time course. Note that a European credit is twice as big so 7.5 ECTS are the same as our 15 credits.

Can I use my FE level 3 credits?

No, the credit transferred has to be at the same level as the module it will replace.

How do we interpret and gauge the CONTENT of previous learning against our modules?

To work out whether the modules or work experience you have already achieved would be equivalent to, and has prepared you in the same way as our students an Admissions Tutor will MAP THE LEARNING OUTCOMES from the previous course against the learning outcomes for the modules that you would like to be exempted from. To do this the Admissions Tutor will need lots of information. For example, they will have to see your transcript from your previous institution and other documents such as a module guide or a link to the institution's website: where the contents of the module are laid out. For experiential learning you need a portfolio of work and documents such as job descriptions as well as any references. The Admissions Tutor will want to discuss all of this with you so don't be surprised if this process takes some time.

If the mapping doesn't work perfectly is there anything that can be done?

If it looks like you have fulfilled many of the learning outcomes and the appropriate number of credits through the previous course or experiences, but there are some learning outcomes not covered your Admissions Tutor might be able to set up a BRIDGING STUDY for you to complete and this will fill in the gap(s).

What would a bridging study expect me to do?

A bridging study can be anything from a summer course organised to bring a group of students up to speed on an aspect of the proposed course to an arrangement for a one-to-one tutorial with a member of staff to fill in a small knowledge gap. A bridging study can also be a piece of work set for you to complete before starting the course to demonstrate that you do have the relevant skill or have done necessary preparation. It is very important that any work set as part of a bridging study is completed satisfactorily as your registration on the course will depend on this. An Admissions Tutor will not set you work that is not essential to ensure you would not be disadvantaged on the rest of the course.

Is it possible to carry over credit for part of a module?

No, this would be against the regulations governing APEL arrangements.

Do I have to do all this if I am a Writtle Foundation Degree student moving on to Hons (Top Ups) or a Postgraduate moving from PG Cert to PG Diploma to MSc/MA?

No, if the progression is part of what is called 'an articulated programme', i.e., a programme that has been designed with that progression from one level to another built in, it is assumed that the progression works and the mapping has already been done when the course was designed. In this case your Course Leader will do what is necessary. If you haven't finished your Foundation Degree but know that you want to transfer to a BSc/BA (Hons) in your subject discuss this with the Course Leader as soon as you think this is something you might want to do and they can advise you.

Can I use credit for a course I have completed elsewhere to change my subject or add a dissertation to change my ordinary degree to an honours degree?

To qualify for APL you must be transferring to a course to COMPLETE YOUR STUDIES, for example changing institutions mid-course and bringing the successfully completed modules with you, or transferring to A HIGHER AWARD and bringing the completed lower award with you, for example, topping up a foundation degree to an honours degree. This means that APL cannot be used to convert an awarded BSc (Hons) in one subject to a BSc (Hons) in a related subject by taking some additional modules in the new subject. Also a completed ordinary degree cannot be used as credit towards an honours degree as both reach level 6 so the honours degree is not, technically, a higher award.

The exception to this is with articulated postgraduate courses such as PGCert, PGDip, MSc/MA packages. If you are studying at Writtle you can receive the smaller award and then, at a later point continue to a larger award even though they are all at level 7.

Is there a limit to how many credits I can claim credit for?

Yes and it varies depending on the type of course but the table below is clear.

Award	maximum credits that may be imported	minimum credits to be taken at Writtle	total credits for award
Master's Degree	60	120 (QCF Level 7)	180
Postgraduate Diploma	40	80 (QCF Level 7)	120
Graduate Diploma	40	80 (QCF Level 6)	120
Postgraduate Certificate	20	40 (QCF Level 7)	60
Graduate Certificate	20	40 (QCF Level 6)	60
CHEP (Cert of H E Practice)	30	30 (QCF Level 7)	60
Honours Degree	240	120 (must be Level 6)	360
Foundation Degree	120	120 (must be at least Level 5)	240
Diploma of HE	120	120 (must be at least Level 5)	240
Certificate of HE	60	60 (must be at least Level 4)	120

How long ago can it be since I studied for my credits?

Normally five years maximum. If your credit is more than five years old, but you have been in relevant work do discuss with your Admissions Tutor whether a joint APL and APEL claim should be made.

Are the marks awarded by my old college carried over to the new course?

When credit is brought in from another institution it is thought of as a block of credit that exempts you from a similar amount of credit to be taken here. However, we are not in a position to award those marks only to exempt you from our own modules. Your final degree classification is calculated on the basis of your Writtle marks only. When the marks on the credit being imported were generated by Writtle then the marks can be used and the degree classification is calculated in the usual way.

What appears on my final transcript?

If the credit was imported from another institution it appears as a block of credit imported and the modules taken at Writtle appear with their titles and the marks. If it was all Writtle modules (as in an articulated top-up) then all module titles appear with their marks.

Who is responsible for what and how does the process actually work?

1. When you contact an Admissions Tutor or the Admissions Office tell them your situation and alert them to the fact that you might want to apply for credit on entry.
2. Admissions Tutor or the Admissions Office will direct you to this guide and the form you need to fill in. Read the guide carefully and fill in the first part of the form. Send the form and all the evidence of your previous certificated or experiential learning to the Admissions Office. This could be scanned certificates and transcripts.

3. The Admissions Tutor for the course you want to join will probably be in touch to find out more about your previous course or experience. They then complete the mapping process on your form and work out exactly which modules can be exempted by credit on admission and which modules will need to be completed at Writtle.

4. The application form (not the documentary evidence) is then returned to you for signing (email confirmation is fine). This does not mean that your claim has been accepted, only that you and the Admissions Tutor are in agreement about what should be done.

5. The Admissions Tutor sends the form and all the documentation to the Secretary of the Credit Approvals Board (CAB).

6. At the next CAB meeting the documentation is checked by the Board and then either:

- agreed and signed off,
- sent back to the Admissions Tutor to gather more evidence from the student,
- turned down.

7. The decision of the CAB is communicated to the Admissions Tutor, the Student and the Admissions Office.

8. Any bridging study proposed MUST take place.

IMPORTANT! Please note that until the SF029 is agreed by the CAB and been signed off you are, technically speaking, not registered on a programme at Writtle. This is why it is called CREDIT ON ENTRY. Not being registered on a programme can create problems for any student. Moreover, this can have very serious consequences for International Students who would be in breach of their Visa requirements.

If an application is turned down by the CAB what can the student or staff member do?

It is possible to Appeal against the decision by contacting the Secretary to the Credit Approvals Board who will advise on the procedure and what to do next. Where an appeal is made, an independent panel set-up by Academic Standards Committee will be called and their decision will be final.

Help at hand:

Secretary of the Credit Approvals Board (CAB)	Beverley.Thaine@writtle.ac.uk ext 25561
Chair of the Credit Approvals Board	Isobel.Gowers@writtle.ac.uk Ext 25608
AP(E)L Registry/Admissions	Lois.Sutton@writtle.ac.uk ext 25556
General Admission enquiries	admissions@writtle.ac.uk
For subject admissions tutors	http://writtle.ac.uk/Study and navigate to the course you are interested in this will allow you to email the Course Leader or Admissions Tutor