

5 Step Plan to APL

STEP 1: Contact

Contact your selected University, Higher Education Institution or Further Education College for initial discussions with their Admissions/course tutor on APL policies and procedures



STEP 2: Discuss

Meet with the Admissions/course tutor to present your experience and determine whether it can be matched to the qualification you wish to do



STEP 3: Gather

If APEL can be applied to the qualification you want to do, you will then need to gather evidence to support your claim for credit



STEP 4: Assess

The institution's assessment and confirmation of your evidence

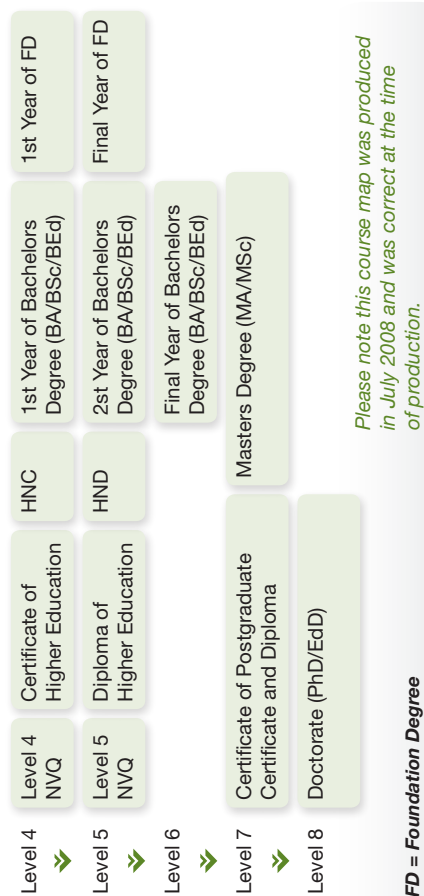


STEP 5: Result

Decision by the institution on your application and notification of the result

Qualification Framework

This framework will help you make sense of the array of qualifications available and the different levels. It focuses on higher education qualifications and training at level 4 and above.



Please note this course map was produced in July 2008 and was correct at the time of production.

Find out more

Your contacts in West Yorkshire

Institution	Tel no
Bradford College	01274 431 627
Calderdale College	01422 357 357
Joseph Priestley College	0113 3076 161
Kirklees College	01924 436 211
Leeds College of Art and Design	0113 202 8000
Leeds College of Building	0113 222 6061
Leeds College of Music	0113 222 3420
Leeds College of Technology	0113 297 6430
Leeds Metropolitan University	0113 812 3646
Leeds Thomas Danby	0800 096 2319
Leeds Trinity & All Saints	0113 283 7123
The Open University in Yorkshire	0845 300 6090
Park Lane College	0113 216 2431
University of Bradford	01274 235 113
University of Huddersfield	01484 473 969
Lifelong Learning Centre, University of Leeds	0113 343 3212
Wakefield College	01924 789 299



Think higher education is out of your reach?
Give yourself some credit!



An Introduction to APL: Accreditation of Prior Learning

Read this leaflet to find out more about how your previous learning or work experience could help you gain a place on a higher education course or even lead to a full qualification.

WHAT is Accreditation of Prior Learning (APL)?

Universities, higher education institutions and further education colleges offering higher education qualifications recognise that many potential students, in particular mature students already possess an extensive range of skills and knowledge, through a variety of experiences.

APL provides the opportunity for this prior learning and experience to be formally recognised and counted towards part of a course or qualification.

There are two types of APL:

Accreditation of Prior Certificated Learning (APCL) where credit is awarded for learning that has already been assessed and certificated as part of a completed or partly completed course or qualification.

Accreditation of Prior Experiential Learning (APEL) where credit is awarded through learning and skills gained through experiences in work, voluntary, home or leisure environments.

WHY should you claim credit through APL?

These are just some of the ways you could benefit from APL:

- Save time by completing your course more quickly
- Save money if you are paying by the module
- Boost your confidence in your abilities and work/life experience
- Demonstrate the value of your previous experience/learning to yourself and others
- Avoid having to repeat learning already taken



HOW can you gain APL?

In order to gain entry onto or exemption from part of a higher education qualification your prior learning and experience needs to be assessed to determine how much credit it is worth.

You will need to give evidence of your experience by either providing the relevant certificates and details of courses you have previously undertaken or by submitting a piece of work demonstrating your learning and existing skills.

The APL process involves:

- Identifying what a person can do
- Equating the skills and knowledge with specific standards or requirements
- Crediting the student in an appropriate manner

If you think APL may be relevant to you, see the 5 step plan on the next page to find out what to do next.