

# ACCREDITATION OF PRIOR LEARNING (APL) /RECOGNITION TO PRIOR LEARNING (RPL)

## 1. INTRODUCTION

This document sets out the Accreditation of Prior Learning (APL) that is recognized by the College and for which a student may apply for recognition in his/ her application for a programme (Course) offered by the College at any level. Recognition is normally in the form of credits that are awarded against a module or modules and means that a student is exempted from the study of that module or modules. Such exemption is referred to as recognition to prior learning (RPL) or accreditation to prior learning (APL). Credit is awarded in recognition of a verified achievement of designated learning outcomes at a specified level. It is the achievement of that learning, or the outcomes of it, and not just the experience of the activities alone, that will be eligible for the exemption based on APL policy

## 2. TYPES OF ACCREDITATION

APL recognizes and encompasses prior experiential learning (APEL) and prior certificated learning (APCL) as counting towards the completion of a programme of study and associated requirements for a Course or qualification.

Accreditation of Prior Certificated Learning (APCL) is a formal recognition of previously attained qualifications that have direct relevance to the programme being applied for. Such accreditation involves 'credit-mapping', that is the matching of any relevant educational qualifications against a credit-bearing module or modules within a programme/course being applied for. Such accreditation requires the submission to College with the certificates/transcripts and/or confirmed evidence of achievement. Submission of materials must occur prior to entry to the programme. This refers to learning for which a certificate has been awarded through an educational institution or other recognized education/training provider.

Accreditation of Prior Experiential Learning (APEL) is the recognition of prior experience; that is, learning achieved outside education or training systems is assessed and, as appropriate, recognized for academic purposes. It is normally acknowledged and quantified through the submission of a portfolio that reflects the learning achievement and outcomes of that experience and that has direct relevance to the programme being applied for. There are three basic principles for what can be accredited in terms of APEL:

- It must be of an appropriate standard, as determined by APL assessors.
- It must have been acquired or experienced within a period regarded as having legal tender for accreditation.
- It must cover areas of the programme relevant for the purposes of accreditation.

This refers to learning gained through work, voluntary activities or other life experiences. It is unlikely to be documented and would require the collection of evidence to substantiate the learning claimed; an example could be work related training courses, hobbies etc.

### **3. MAXIMUM ALLOWED EXEMPTION**

The maximum credit exemption can be allowed in a course cannot exceed 66 percentage of the total course in any scenarios.

#### **3.1 General Credit Exemption**

In exceptional circumstances and only with the prior approval of College, it is possible to apply for general credit on the basis of the prior experiential learning. General credit involves the accreditation of a block of credit against a programme of study rather than specific modules. A single portfolio of evidence would need to be developed that substantiates the case for the award of credits based on prior certificated and/or experiential learning.

### **4. MIX OF APEL AND APCL**

In certain cases, accreditation can cover both certificated learning and prior experience, subject to the normal maximum exemption limit set by College

How to get APL

Students who wish to apply for APEL or APCL should submit the following documents.

- Online APL form to be filled along with the application.
- Submit evidences along with the student statement mentioning reason for the request.
- In case of APEL, the student must provide a portfolio of the student, which should contain the resume, organization chart, job description, achievement records,

professional achievements, or any other relevant documents which the student feels would be helpful in demonstrating the learning of certain areas and outcome.

- Work products (reports, minutes, emails etc.) testimonies, projects, professional publications, learning logs/reflective accounts, videos, audio. Evidence of Continuing Professional Development (CPD) and non-accredited training courses. In addition, the student could be interviewed or observed by the assessor, chosen to undertake a project or complete the normal module assessment method.

## **5. APL APPROVAL**

College Academic Committee will give the final decision of accreditation. Committee will meet on demand with a 7 days advance notice.

## **6. IMPLICATION OF APL FOR PROGRAMME/COURSE FEES**

Where a student has applied for and been successful in being accredited for prior learning against the credits of a programme/course, those APL credits will not carry a programme/course fee cost. The student will only pay for the credits he/ she actually studies on the programme/course. However, an administration fee will be charged for processing APCL and APEL applications, which is as laid down in the College's fee structure.