Appendix 2

**ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING**

**Accreditation of Prior Experiential Learning application form**

**(**Refer to the Guidance for APL applicants prior to completing this form)

Experiential learning is an engaged learning process whereby students “learn by doing” and by reflecting on the experience. This learning may have been acquired through life experiences, including work and uncertified training, for which no formal qualification has been gained. Completion of this application form will enable the University to consider giving you some recognition for that experiential learning to enable either advanced entry to a programme of study or to gain entry into a programme in place of the normal entry requirements. Please note that due to the extensive review process, a charge will be made for consideration of an APEL application.

# Brief guidance notes on completion of the form:

**Section 1:** should be completed by all applicants. This section allows you to give a brief overview of the basis of your claim for APEL and will be used by the Programme Leader to inform initial discussions with you regarding the likelihood of a successful claim. Should the Programme Leader consider that your claim ***may*** be successful you will be asked to complete either Section 2 or Section 3, depending on the nature of your claim.

**Section 2:** is to be completed by applicants requesting advanced entry into a programme of study, e.g. entry into year 2 or year 3 of an undergraduate programme. This section should only be completed once the Programme Leader has considered the information in Section 1 and given ***approval in principle***, i.e. has indicated that there is a ***possibility*** (not a guarantee) of APEL being awarded. The detailed information given in Section 2 will determine whether APEL can be awarded and whether advanced entry to a degree may be given.

**Section 3:** should be completed by applicants requesting entry into a programme of study without them having the standard entry requirements. This section should only be completed once the Programme Leader has considered the information in Section 1 and given ***approval in principle***, i.e. has indicated that there is a ***possibility*** (not a guarantee) of APEL being awarded. The detailed information given in Section 3 will determine whether APEL can be awarded and whether entry to a degree, in the absence of the relevant entry requirements, may be given.

**SECTION 1 *(for completion by all applicants)***

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| **1.1 Personal details** |
| **Family name** |  |
| **Other names** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **Contact telephone number** |  |
| **Email address** |  |

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| **Academic qualifications** (give details and attach copies of all relevant academic qualifications**)** |  |
| **Applicant number** (if known. If you have not yet applied to the University, you will need to complete an application through UCAS for an undergraduate programme or PGAP) |  |
| **1.2 Outline Details of Claim** |
| **Do you wish to be considered for advanced entry to a programme,** i.e. entry into year 2 or 3 of an undergraduate programme or entry into stage 2 of a postgraduate programme? | **Yes** |  | **No** |  |
| If yes, give details of the programme of study that you wish advanced entry into | e.g. second year entry to MA Accountancy and Finance |
| **Do you wish to be considered for entry into a programme of study without having the standard entry requirements?** | **Yes** |  | **No** |  |
| If yes, give details of the programme of study that you wish entry into | e.g. entry to MBA |
| **1.3 Overview of experience on which this claim is based** (Briefly outline the knowledge and learning you have gained through your work experience or other experiential learning and why you feel this should allow entry, or advanced entry, to the programme of study outlined above) |
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**Before completing either Section 2 or Section 3, send the form to Admissions (****ugadmissions@abdn.ac.uk,** **for entry to an undergraduate programme, or** **pgadmissions@abdn.ac.uk,** **for entry to a postgraduate taught programme). Our Admissions team will pass this form to the relevant School to enable the appropriate Programme Leader to do an initial assessment. Should the Programme Leader consider that there is a possibility of your work experience allowing either entry into or advanced entry into the programme of study, they will ask you to complete the relevant sections below. If this is not possible you will be advised of your options.**

**Section 2: Application for advanced entry to a programme based on APEL**

Successful advanced entry, i.e. entry into year two or three of an undergraduate programme or into stage 2 of a postgraduate degree programme, requires you to be given “recognition” for the courses that you would normally have done in earlier years (or stages) of the programme. To gain this recognition, you will have to provide evidence of having met the learning outcomes for those courses. *(This section should be completed by applicants requesting advanced entry into a programme of study* ***after*** *the Programme Leader has considered the information in Section 1 and given approval in principle, i.e. has indicated that there is a possibility (not a guarantee) of APEL being awarded).*

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| **2.1: Mapping of learning outcomes to experiential learning *(for completion by the applicant)*** |
| **Course code\*** | **Learning outcomes\*** | **Indicate how your experience has enabled you to achieve this learning outcome\*\*** |
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*\* This information can be obtained from the Degree Programme Coordinator*

*\*\* You are likely to be required to provide references and a portfolio of evidence and/or undergo some form of assessment to confirm that you have met the learning outcomes for the course(s) that you wish to gain recognition for in order to obtain advanced entry to the programme. The Programme leader will guide you in what will be required.*

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| **2.2: Applicant Signature** |
| **I understand that in making this claim I am choosing not to undertake the equivalent taught course(s) as identified and cannot subsequently reverse this decision. I am aware that I will be charged for this APEL claim.** |
| Signature |  | Date |  |

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| **2.3: Staff assessment** *(for completion by the relevant programme coordinator)* |
| **Course code** | **Learning outcomes** | **Have learning outcomes been met?** | **What action(s) need(s) to be taken to ensure learning outcomes have been/could be met?\*** | **Credits to be awarded** |
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\* action could include production of a portfolio of evidence, an assessment, an audition, an oral presentation, an oral exam, or any other form of assessment that will evidence that the learning outcomes have been met

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| **2.4: Staff Declaration** |
| **I hereby approve the proposal for the APEL claim as noted above.** |
| **I hereby approve entry into the following stage of the noted programme** | **e.g. year two of MA Accounting and Finance****or stage 2 of PGT MBA** |
| Signature |  | Date |  |

# PLEASE RETURN THE COMPLETED FORM TO:

ugadmissions@abdn.ac.uk, for entry to an undergraduate programme, or pgadmissions@abdn.ac.uk, for entry to a postgraduate taught programme

**Section 3: Application for entry to a programme based on APEL in the place of the normal entry requirements.** All undergraduate and postgraduate degree programmes have published standard entry requirements. Should you wish to be considered for entry to a degree programme based on your experiential learning, rather than presenting with the standard entry requirements, you will need to provide evidence that your experiential learning is sufficient to compensate for the lack of appropriate academic qualifications. *(This section should be completed by applicants requesting entry into a programme of study* ***after*** *the Programme Leader has considered the information in Section 1 and given approval in principle, i.e. has indicated that there is a possibility (not a guarantee) of APEL being awarded).*

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| **3.1: Mapping of learning outcomes to experiential learning *(for completion by the applicant)*** |
| **Normal entry requirements\*** | **Learning outcomes\*** | **Indicate how your experience has enabled you to achieve this learning outcome\*\*** |
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*\* This information can be obtained from the Degree Programme Coordinator. This will relate to the general learning outcomes for the standard entry qualifications for the programme you wish to apply for. For entry to a postgraduate programme, these learning outcomes will map onto the subject benchmark statements for the first degrees that are normally required for entry to the programme.*

*\*\* You are likely to be required to provide references and a portfolio of evidence and/or undergo some form of assessment to confirm that you have met the learning outcomes for standard academic entry requirements and are able to study at the level being requested.*

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| **3.2: Applicant Signature** |
| **I understand that in making this claim I am choosing to undertake a programme of study without having achieved the normal entry qualifications and this will be at my own risk. I am aware that I will be charged for this APEL claim.** |
| Signature |  | Date |  |

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| **3.3: Staff assessment** *(for completion by the relevant programme coordinator)* |
| **Learning outcomes** (based on the normal entry requirements for the programme) | **Have learning outcomes been met?** | **What action(s) need(s) to be taken to ensure learning outcomes have been/could be met?\*** |
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\* action could include production of a portfolio of evidence, an assessment, an audition, an oral presentation, an oral exam, or any other form of assessment that will evidence that the learning outcomes have been met

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| **3.4: Staff Declaration** |
| **I hereby approve entry into the following programme** |
| Signature |  | Date |  |

# PLEASE RETURN THE COMPLETED FORM TO:

Admissions (email address)

ugadmissions@abdn.ac.uk, for entry to an undergraduate programme, or pgadmissions@abdn.ac.uk, for entry to a postgraduate taught programme

**Section 4: for admissions use only**

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| **Action** | **Details** |
| **Applicant number** |  |
| **Admission approved for entry to programme and level of entry** | **e.g. entry to L2 of BSc genetics** |
| **Student ID number** |  |
| **For advanced entry only: Recognitions/credit awarded on SRS as per Section 2.3** (no recognitions to be awarded for entry to a programme in the absence of the normal entry requirements) | **e.g. 60 credits recognition (SM1001, SM1501, CM1010, CM1510) Plus 60 unspecified L1 credits** |

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