

DRAFT DOCUMENT

Application for Accreditation of Prior Learning (APL) for one or more modules

This form must be completed by the student following discussion with the Programme Leader or his/her nominee and the Registry Office. You must read the University's APL guidelines which should be given to you by the Registry Office. You must obtain from the Registry Office the details of the programme including the learning outcomes for the module(s) for which you are seeking APL. Learning outcomes are statements of what a student should be know, understand or be able to do at the end of the module. This form must be returned to the Registry Office by the date agreed. You are advised to allow 12 weeks for the APL process to be completed.

Your name.....

Your address.....

Name(s) of the Programme Leader and/or other member of academic staff who gave you advice

Programme of study for which you are seeking APL.....

Module code	Module title	Credit value	Learning outcomes of the module (copy these from the module handbook or module description. Put each learning outcome in a separate line on the table)	Summarise the evidence you are bringing forward to show that you have already achieved the learning outcomes of the modules. Do this for each learning outcome in turn and attach the evidence.
<i>example</i>	<i>Introduction to Basket-Weaving</i>	<i>20</i>	<i>Knowledge and understanding of the basic principles of basket-weaving</i>	<i>The Basket-Weaving course I took at work covered all the basic issues and I followed this up with a project applying what I had learnt to improve the way we designed our ornamental basket-weaving</i>
			<i>Ability to work in a team to achieve an agreed goal</i>	<i>The project was done in a group of 6. I was the group leader</i>
			<i>Ability to present an argument clearly in written form</i>	<i>I wrote a report on the project for my boss with recommendations for improvements</i>

List the evidence you have attached and state the year from which it dates. Certificates must be originals, not copies. Those written in a language other than English must be accompanied by a translation produced by an independent translator (at your expense) and the translator's contact details.

1. *Example – syllabus of Basket-Weaving course taken at work, 2018, and certificate to show I passed with merit*
2. *Example - report on our ornamental basket-weaving project for my boss, 2019*

Student's declaration

I apply for APL as indicated above. I certify that the evidence I have submitted is true and accurate and that it reflects my own work. I understand that if this application is found at any stage to be dishonest or inaccurate I can be required to leave the University. I have read and understand the University's APL Guidelines. If applicable I agree to pay the required fee (detailed in the Guidelines).

Signed.....

Date.....

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