

Accredited Prior (Certificated) Learning (APCL)

- Applications for accreditation of prior certificated learning (APCL) should normally be made before the commencement of study on the course into which the student wishes to transfer prior learning.
- Applicants who believe they may be eligible for APCL will be given the opportunity to have their prior learning assessed and accredited towards the relevant course. This policy applies to all cases.
- Applicants seeking consideration of prior learning must provide documentary evidence of the learning that they wish to be considered; this may be in the form of transcripts, certificates and the learning outcomes relating to their previous course.
- A decision as to whether APCL can be approved will depend both on the specific requirements and learning outcomes of each course and the details of each individual application.
- Applicants should be made aware that the award of specific credit via APCL towards their intended course of study at the University may not necessarily directly reflect the value/level of the credit assigned to their current/previous qualification (i.e. it may be less).
- Exemptions will only be considered for full modules of study; not elements therein.
- Exemptions will not be considered for prerequisites in certain disciplines where professional and statutory regulating body requirements apply.
- **Please contact admissions@voicestudycentre.com if you have any queries.**

Shelf-life of learning

The time elapsed since the student undertook learning that forms the basis of an APL application is a relevant factor to be considered in each case. Normally, learning should have taken place within the five years prior to the enrolment date for the intended course of study. Applications may be considered for learning that has taken place more than five years previously and will be reviewed at the discretion of the academic team. The Academic team will have regard to the study topic and how the subject matter may have changed over the period of time since the study took place.

Volume of APCL

It is important to note that the acceptance of APCL towards awards is an admissions decision based on each individual case. The maximum volume of APCL outlined below is provided for the guidance of applicants and departments but does not constitute an entitlement. For taught postgraduate awards a student may seek to import learning to a maximum of one third of the volume of credit that is required to be studied for the named University award. For specified teaching qualifications the maximum credit value permitted to be imported is one half the volume of credit that is required to be studied for the named University award.

Summary of requirements for admission via APCL

Award	Maximum credits which may be imported	Minimum credits to be taken on University of Essex Online courses	Total credits for award*
Masters Degree	60	120 (NQF Level 7)	180

Calculation of degree results

In calculating the final degree result of a student who makes a successful APCL application, any courses or modules from which the student is exempted on the basis of APCL will be excluded from calculated averages or other methods used to determine the student's final degree results.



1. APPLICANT DETAILS

Name:	
Student Number:	
Contact Address:	
Contact Telephone Number:	
E-mail address:	
Programme of Study applied for:	
Level of study:	
Award Title (e.g. BA, Diploma):	
Institute/Academic Discipline/Centre:	
Campus:	



2. DETAILS OF PRIOR CERTIFICATED LEARNING FOR WHICH CREDIT IS SOUGHT			
Name and address of awarding body (e.g. Edexcel, University of Australia):			
Title(s) of the modules/qualification(s) relating to prior learning:			
Period of Study (Start and End Dates):			
Mode of study:			
Level of Credit (e.g. 4, 5, 6, 7)	Total Credit Awarded:	Equivalent Level of Credit (for example with reference to CQFW framework):	Comments justifying credit equivalence of prior certificated learning with the module(s) for which credit is sought:
3. APPLICANT'S STATEMENT			
<p><i>This statement should include reflection on the appropriateness of the prior certificated learning to the intended course and justification for the claim.</i></p>			
Applicants name:		Date:	
Applicant's Signature:			



4. PROGRAMME MANAGER'S OR ADMISSION TUTOR'S STATEMENT

The Programme Manager or Admissions Tutor should evaluate the applicant's prior certificated learning and decide whether the applicant's learning may be recognised in terms of equivalence to the module(s) for which credit is sought.

Name:

Signature:

Date: