Accreditation of Prior Achievement (APA)

# Information for applicants

The purpose of these guidelines is to help you decide whether or not you wish to pursue a claim for prior achievement. Please read before completing your application.

# What is APA?

Accreditation for Prior Achievement (APA) is a process by which individuals can gain credit towards qualifications based on past achievements. This can be gained either through formal study, Accreditation for Prior Learning (APL) or by learning through experience, Accreditation of Prior Experiential Learning (APEL).

### General Principles

1. Claims for prior achievement will be considered only in relation to a **proposed programme of study at this University.**

2. The **responsibility** for making the claim for prior achievement and providing the evidence rests **with the applicant.**

3.Accreditation can be for entry **onto** a course or credit **for** module(s) within a course.

### What about credit for modules?

In order to gain specific credit for modules, the claim you make **must closely** **match** the learning outcomes and content of the module at the appropriate level. These modules must have been successfully completed in order to contribute towards an award. (Complete part 7a).

### What is meant by credit for entry?

All courses have entry requirements but for “top up” degrees this University requires the student to have already accumulated 120 Level 4 and 120 Level 5 credits in order to access a Level 6 course (e.g. BSc Mental Health Studies). Most professional qualifications give some academic credit and further credits can be claimed through evidence of experiential learning. (Complete part 7b).

4. Claims for APA must be submitted in the form of relevant written evidence that the learning outcomes of the module/s claimed for prior accreditation have been specifically achieved.

# How to claim

Complete the APA application form clearly indicating whether you are applying for access onto a course OR accreditation of a specific module/s within a course.

When you return your form please ensure that you include the evidence to prove that you have met the learning outcomes within your claims. Please submit photocopies but ensure that **originals are available if required.**

Examples of appropriate evidence

* Official results list including your name and indicating successful completion of the module.
* Feedback sheet from module assignment. (If Birmingham City University)
* Written evidence demonstrating achievement of **each** learning outcome as specified in the Birmingham City University module outline.

This may take the form of:

* Course outline / contents / timetables etc.
* Written evidence of academic credits awarded elsewhere.

Please indicate **clearly** on part 7a of the APA application form how your evidence meets the Birmingham City University learning outcomes. You may find it useful to use highlighter pens or post-it notes to indicate where specific evidence can be found within your submitted work.

### Example

Level 5: Introduction to Research Module. Code No - GM508L

##### Learning Outcome Evidence of achievement

1.2, 7 and 8 See University of No town - course content and letter from Exam Board re successful completion.

2. See assignment pages 3-5.

3. See content 1 and 9.

Claims that are unclear or unsigned will be returned for clarification / signature.

Enclose a marriage certificate or evidence of change of name where relevant.

# Processing Claims

These take varying lengths of time.

When we receive your application form and supportive evidence they are assessed and a decision made regarding what credit can be given. A letter regarding the decision will be sent to you and a copy to the relevant tutor.

Once you have been accredited with a module you are not entitled to attend that module as no fee has been paid.

Please remember you cannot assume you will be successful in your claim. However, submission of additional evidence and/or viva voce is possible. Therefore submit claims as early as possible.

In some circumstances the APA process may attract a charge equivalent to half the fee for one module.

If you need further advice on how to claim credit, please contact the Personal Development Department, (Gay Johnson, Helen Gardner or Jenny Peacock), Westbourne Road, Edgbaston Birmingham B15 3TN, Tel: 0121 331 7009 / 6162 / 6146 / 7011.