

Credit Transfer, APL/APEL Procedure



ADAM SMITH COLLEGE
INSPIRING LEARNING

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1.0 Introduction

Students may have previously acquired competence in areas of the curriculum being delivered on their course. In such circumstances, a student may request either Credit Transfer **or** Accreditation of Prior Learning (APL) **or** Accreditation of Prior Experiential Learning (APEL) **or** a combination of all three.

2.0 Credit Transfer

Credit Transfer is the process by which a student may gain certification for all, or specified outcomes, of a unit or units for competence(s) gained and evidenced by previous **certificated** learning. This will be granted where the certificated learning achieved directly maps to that which is being sought.

All requests for credit transfer should be made in writing to the appropriate Subject Lecturer.

3.0 Accreditation for Prior Learning (APL)

APL is the process by which a student to may gain certification for all or specified outcomes of a subject or subjects for their past **certificated** achievements. Where APL is requested, it must be verified by the subject Lecturer/Curriculum Head via a mapping of the previously certificated learning against that which is being sought. This process may result in the granting of APL for all or some of the outcomes of a given subject, and may require the candidate to undertake additional assessment to demonstrate knowledge and understanding / competence in the areas for which APL cannot be granted.

In every case, **all** candidate evidence must be retained in order to facilitate either internal or external moderation of the assessment decision. This includes copies of the original certification against which APL is being claimed, the subject mapping undertaken, and any additional assessment required.

All requests for APL should be made in writing to the appropriate Subject Lecturer.



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4.0 Accreditation of Prior Experiential Learning (APEL)

APEL is the process by which a student may gain certification for all or specified outcomes of a subject or subjects for past learning which is uncertificated. This learning may have been achieved in different ways – through work experience, leisure pursuits, or through non-certificated training. As the learning may have been achieved some time ago, the emphasis is on current student competence, which can be demonstrated or proved **NOW**. In most cases, the demonstration of knowledge and understanding / competence may require the creation of an evidence portfolio, or the completion of assessment material.

In every case, **all** candidate evidence must be retained in order to facilitate either internal or external moderation of the assessment decision. This includes copies of the original certification against which APEL is being claimed, the subject mapping undertaken, and any portfolio and/or additional assessment required.

All requests for APEL should be made in writing to the appropriate Subject Lecturer.

Members of staff authorising APL/APEL decisions must hold or be working towards the SQA “Certificate for APL Advisers and Assessors” qualification or equivalent.