



LUTHER KING CENTRE POLICY AND PROCEDURES: ACCREDITATION OF PRIOR LEARNING

The Accreditation of Prior Learning (APL) is the process by which a student applies for and, if successful, is granted an exemption from some of the modules on their pathway, because an academic judgment is made that they have already met most or all of the Learning Outcomes for that portion of their programme.

- For the Accreditation of Prior Certificated Learning (APCL) the student will have met these Learning Outcomes by passing all or part of a course of study that was formally assessed and certificated by a higher education provider, thereby gaining credits at a specific level, as defined by the Framework for Higher Education Qualifications.
- For the Accreditation of Prior Experiential Learning (APEL), the student will have met these Learning Outcomes in other ways, perhaps through work, through private study, or through uncertificated training.
- Direct Entry is a special case of APL, in which a student is granted exemption from the whole of Level 4 of a BA programme, and enters directly into Level 5.

If an APL application is approved, the applicant is awarded a number of credits equal to the credit-weighting of each module from which he or she is being exempted, at the same levels as those modules. Any APL awarded is simply an exemption from a certain number of credits in relation to particular modules on a programme of study. It does not have a mark attached and will not contribute towards the final degree classification.

Policy

The policy of LKC is to encourage and accept applications for APL in accordance with the guidelines and processes published on the Common Awards website:

<https://www.durham.ac.uk/departments/academic/common-awards/policies-processes/admissions/apl/>

APL is available for all academic programmes offered by LKC through Common Awards, with the exception of the Foundation Degree. There are no fees charged for seeking APL.

Maximum APL Credits Permitted

In general, the maximum number of credits of APL which may be granted to students who have evidence of, or can demonstrate learning that fulfils the relevant learning outcomes of their academic programme (for example, by completing a portfolio of work), are as follows:

Programme	Maximum Number of APL Credits
Foundation Award	0
CertHE	40
DipHE	80
BA	120 (NB. Students who have completed 120 credits of ministerial theology at level 4 in another institution may be considered for exemption from the first year of the BA programme through APL.)
PG Cert	20
PG Dip	40
MA	60

Any additional limits to APL are outlined in the detailed guidance on the Common Awards website.

The maximum time limit for the consideration of APL is 5 years from the point of the candidate's previous accreditation or experiential learning.

Process for Requesting APL

Applicants wishing to seek APL should enquire about this as early in the application process as possible, and at the point of interview at the latest. Advice and support for making APL requests may be sought from the Principal of the College admitting an applicant to a particular programme. The responsibility for completing an APL request lies with the applicant, but College Principals will be able to give guidance to facilitate this process. The Application Form to be completed can be accessed on the Common Awards website.

APL requests must show how past experiential or accredited learning maps on to the module and programme outcomes for those modules against which APL is sought. Applicants must state how they have demonstrated that each of these Learning Outcomes has been met, and provide appropriate evidence. Detailed guidance of what is required is set out in the Common Awards guidance information on the website.

Applications should be submitted to the Academic Registrar and include all relevant supporting documentation. All APL applications will be reviewed by the Academic Management Committee in the first instance, and applicants will be notified of the outcome within 5 working days of the committee meeting. Where an APL request is not straightforward, it may be passed to Durham University for a final decision. In such cases, the applicant will be notified of this and will be informed of the outcome once known.

Records

A record will be kept of all APL requests, including the evidence received, the decisions made and the rationale for those decisions.

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