

Accreditation and Recognition of Prior Learning Policy (Summary)

This information incorporates recognition of experiential and certificated learning, as well as students wishing to 'top up' to a higher award.

Mission Statement

It is important to recognise the diversity of educational and employment backgrounds of non-traditional applicants. This policy is therefore in place to ensure that the processes and principles are in place to enable this.

Policy

Please note that the following is a summary of the full Bath Spa University policy on Accreditation of Prior Learning (Experiential and/or Certificated), which can be found on the Registry website.

1. Accreditation may be used for:

- Admission to a programme of study
- Awarding credit to allow admission to a programme of study at a point subsequent to initial entry (advanced standing), e.g. into year two or three
- The recognition of credit towards an award of the University

2. Applying for APL

A student or applicant should either take responsibility for their claim for APL or be invited to do so, should they be deemed eligible, by Registry.

In the case of claims for certificated learning (APCL), eligible applicants will be asked to provide a detailed academic transcript and also complete the APCL application form following their formal application to Bath Spa University. It is important that the credit that applicants wish to be recognised is relevant, equivalent and current. Such applicants/students should read closely the full Accreditation of Prior Learning (Experiential and/or Certificated) Policy.

In the case of claims for experiential learning (APEL), eligible applicants will be invited to provide evidence as applicable to the course for which they have applied.

The information received will then be sent to the course leader for an academic decision to be made. The course leader will assess the evidence and return it, together with the information received from the applicant, to Registry where it will be referred to the Registrar for final approval.

Applicants will be notified either in writing or via UCAS of the decision.

3. Topping up

Students should register their intent to top up, by completing a top up application and going through a selection process, if applicable, as soon as they have confirmed their final semester module registrations (normally at the beginning of their final semester).

Applications, along with the course leader recommendations, will be sent to Registry and referred to the Registrar for final approval.

Registry will notify students/applicants of the decision by letter and include any conditions of entry.

Definition of terms

- Accreditation – the formal process of awarding credit against demonstrated evidence
- Experiential learning – learning through a range of domains within the context of life, work and volunteering. We would normally expect this to be for a full-time period roughly equal to the duration of the equivalent qualification for which the learner is seeking accreditation (for example, if the applicant is seeking accreditation to enter year one, the applicant would normally be required to have a full-time period of experiential learning equivalent to the duration of a level three qualification, i.e. two years)
- Evidence – the applicant would be required to provide evidence in the form of a portfolio, interview, reflective journal, assignment etc. and the specific requirement for the course applied for would be sent to the applicant for completion.