

## LTC15D013

**Title:** Regulations, Policies and Procedures for Mountview Academy of Theatre Arts  
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### Issue

The UEA's policy for the Accreditation of Prior Learning (APL) has been adopted for implementation at Mountview Academy of Theatre Arts from 2015/16.

A draft was considered at the last meeting of the Joint Board of Study held on 21 July 2015 and approved subject to LTC approval.

### Recommendation

The Learning and Teaching Committee is asked to approve the adoption of the Policy for Accreditation of Prior Learning from 2015-16.

### Resource Implications

Not applicable.

### Risk Implications

Not applicable.

### Equality and Diversity

Taken account of in the document.

### Further Information

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### Documents for approval:

Appendix 1 – Accreditation of Prior Learning Policy.

## Introduction

1 Accreditation of prior learning (APL) is defined as a system whereby academic credits can be awarded for previous learning that has taken place either through formal courses of study (Accreditation of Prior Certificated Learning APCL) or in other ways (Accreditation of Prior Experiential Learning APEL).

Credits gained can be:

Accumulated counted towards an award (for example, a Diploma/ Degree);

Transferred to another course of study or to another institution;

Used to grant exemption from part of a course of study.

A distinction between general and specific credit should be noted as follows:

General credit is awarded by the body which validates a course/ qualification and demonstrates for external reference the volume and level of work associated with that course/qualification. The award of general credit makes no commitment about the use of that course/qualification by another body/institution for the award of specific credit via APL towards a subsequent qualification.

It is the responsibility of a receiving institution, i.e. Mountview, to decide how much specific credit to award an individual student via APL, based on the level, extent and perceived relevance of the material (both knowledge and skills based) contained within the course/qualification offered by the applicant when compared with his/her intended course of study at Mountview.

2 The following guidelines aim to clarify the position concerning cases of APCL/ APEL but additional, more specific guidelines may be used in certain Institutions where approved by the University Learning and Teaching Committee.

## APCL Principles

3 Specific credit may be awarded for courses which form a substantial part of a degree/higher education qualification, that carry a credit rating and are clearly comparable in level, academic standard, content and learning outcomes to an equivalent award at Mountview.

4 Applicants must note, however, that the award of specific credit via APCL towards their intended course of study at Mountview is not guaranteed and may not necessarily directly reflect the value/level of the general credit assigned to their current/previous qualification by the validating body, i.e. it may be less.

5 Exemptions are not awarded for courses/qualifications that were awarded five years ago or longer, prior to the enrolment date for the intended course of study, unless the candidate can provide supporting evidence which gives an account of ways in which learning achieved through the course/qualification has been applied actively and updated within the past five years.

Exemptions may not normally be granted where a student has previously registered for and failed part of an award and wishes to seek readmission to the same or similar award.

6 Institutions may not award exemptions for core or compulsory modules except via a concession approved by the Academic Director of Partnerships.

7 Institutions may not award exemptions for pre requisites in certain disciplines, e.g. where the modules are required for Law Society recognition or are needed for professional practice, unless the applicant can show that the identical modules have been completed elsewhere.

8 For undergraduate Honours degree courses and Integrated Master's degrees, a candidate must normally attain the final 240 credits at Mountview (or the final 360 credits in the case of degree courses comprising 480 credits). Under exceptional circumstances, a concession may be granted for a candidate to be admitted to Year 3/the final year of a degree course.

9 Postgraduate taught students may be granted APCL for 50% or less towards the total number of credit points for an award. APCL shall not be granted in respect of the dissertation component of a course.

### **Application process**

10 The applicant's request must be made in writing, enclosing:

- (1) A certified copy of certificate(s) or parchment(s);
- (2) a syllabus;
- (3) a completed application form, which asks for a transcript of the subjects taken, a full record of academic results achieved and contact details of an academic referee at the institution which awarded the qualification.

All applications should be sent to the Admissions & Awards Administrator. It should be noted that alternative APL application procedures are in place in NSC and EDU, and that these Schools have delegated authority to approve applications on behalf of the University Learning and Teaching Committee.

11 Procedure for the approval of APCL:

For Undergraduate/Integrated Master's Candidates:

Direct entry to Year I Direct entry to Year II (Spring  
(Spring Semester) or Year II Semester)  
(Autumn Semester)

Delegated to Institution's Academic Director

For Postgraduate Taught Candidates:

Exemption for 50% or less  
towards the total number of  
credits for an award

Delegated to Institution's Academic Director

12 Requests for approval/concessions should be submitted to the Academic Director

13 Mountview will charge an APCL assessment fee (a flat rate of £60). If the application is successful, the candidate will be charged a fee for the award of exempted credit, i.e. £20 per 20 credit exemption. Therefore:  
Total Cost = Tuition fee for the outstanding credits/modules required + Fee for the award of credit + the APCL assessment fee  
The APCL assessment fee is not refundable.

14 APCL applications may take up to 6 weeks to complete. All applicants should be advised of this, and should be aware of semester restrictions concerning APL for half year arrangements, especially if the intended course of study involves year long modules.

15 The Academic Director will notify the candidate of the outcome in writing, and a copy will be sent to the appropriate Partnerships Office and Mountview Register.

### **APEL Principles**

16 APEL exemptions are not normally awarded for certain professional disciplines. Applicants should consult the Academic Director for further advice.

17 APEL applications will be assessed individually. Candidates must demonstrate that relevant, practical experience has been gained, and compile a portfolio of evidence using:

- (1) where applicable, confirmation by line manager of job responsibilities and job description;
- (2) a record of achievements;
- (3) where applicable, details of specialist training/skills;
- (4) contact details of two referees, who can comment on the candidate's achievements;
- (5) documentation to demonstrate the learning outcomes achieved and the candidate's personal reflection of how the experience has furthered his/her understanding of the relevant subject area;
- (6) a completed application form.

In the first instance, applicants should contact the Student Services Office and obtain the programme specification for the intended course of study.

Candidates should indicate the relationship between the programme specification and their portfolio of evidence, and may consult the appropriate Head of Programme/ Admissions Administrator for advice.

The responsibility for assessing APEL cases shall be delegated to two members of the academic staff within the relevant School(s), who will interview candidates on the basis of their portfolios. The APEL interview may last up to an hour and may be tape recorded to enable interviewers to check the validity of their eventual assessments. The interview should focus on key,

relevant learning experiences and candidates will be invited to give a detailed narrative account of the relationship between their prior learning and their intended course of study. The assessors should forward their joint recommendations to the Academic Director.

Records relating to the APEL assessment must be retained. The candidate should also keep the portfolio of evidence for future reference.

The Academic Director will consider the evidence put forward by the applicant and the recommendations of the assessors. The Academic Director may approve and endorse the APEL exemption on behalf of the Partnerships Office, inform the candidate in writing and copy the letter to the relevant personnel:

Undergraduate, Integrated Master's and Postgraduate Taught Candidates:  
Head of Registry Services

If the Academic Director agrees with the assessors' judgement that no exemption should be granted, based on the evidence presented, the Academic Director shall inform the applicant in writing.

18 For postgraduate taught applicants, APEL exemptions may not be granted for more than 25% of the total number of credit points required for an award.<sup>1</sup>

19 For undergraduate/integrated master's applicants, APEL exemptions may not be granted for more than 60 credits of the total number of credit points required for an award.

20 Mountview will charge an APEL assessment fee (a flat rate of £120). If the APEL application is successful, the candidate will be charged a fee for the award of exempted credit, e.g. £20 per 20 credit exemption. Therefore:  
Total Cost = Tuition fee for the outstanding credits/modules required + Fee for the award of credit + The APEL assessment fee  
The APEL assessment fee is not refundable.

21 APEL applications may take up to 10 weeks to complete. All applicants should be advised of this, and should be aware of semester restrictions concerning exemption for half year arrangements, especially if the intended course of study involves year long modules.

1 Postgraduate taught applicants: the maximum APL (i.e. a combination of APCL + APEL) that may be granted is 50% of the total number of credit points required for an award.

2 Undergraduate/integrated master's applicants: the maximum APL (i.e. a combination of APCL + APEL) that may be granted is 50% of the total number of credit points required for an award.

### **Candidates with Criminal Convictions**

Any candidate with an unspent criminal conviction (as defined under the terms of the Rehabilitation of Offenders Act) will be required to make a relevant declaration and comply with University procedures in relation to this area.