



CREDIT ACCUMULATION AND MODULAR SCHEME

Short Accreditation of Prior Certificated Learning (APCL) Portfolio

To be used for credit claims based solely on formal (certificated) learning

To be completed by candidate

Name:

Address:

.....**Postcode**.....

Telephone No (Day):**(Evening):**

Proposed Qualification: (e.g.BSc in Human Biology).....

To be completed by University Staff

Progress Record

Date received:

Originals of all Certificates Seen:

Sent to Assessor (Name): **Date:**.....

Qualification and/or Credit to be assessed	Institution

Modules Claimed

Module Code	Module Title	Level	Approved (Y/N)

Office Use Only

	Initials	Date
Approved by		
SITS Record amended		
Student Informed of Decision (Yes/No)		

SECTION 1: CERTIFICATED LEARNING

List all qualifications you have gained at degree level standard or above. Where qualifications have constituent units (such as the subjects taken in each year of a degree programme), name these units and state in which year of the programme they were taken.

Qualification (and Constituent Subjects)	Institution Attended	Dates	Certificates Seen
<p>e.g. <i>HNC Finance & Administration:</i></p> <ul style="list-style-type: none"> ▪ <i>Foundations of Accounting (Yr 1)</i> ▪ <i>Introduction to Business (Yr 1)</i> ▪ <i>Principles of Management (Yr 2)</i> <p><i>etc.</i></p>	<p><i>Leeds Polytechnic</i></p>	<p><i>1989-91</i></p>	<p><i>(Signature of University Staff Member)</i></p>

SECTION 2: CLAIM FOR GENERAL CREDIT

This section should be completed after consultation with your APEL Advisor. Enter the number of general credits you wish to claim at each level. You should not claim more than 120 credits at any one level and may need to refer to the University's Tariff of Credit Ratings for Qualifications before completing this section (this is available from your School).

	Level 4	Level 5	Level 6	Level 7
TOTAL General Credit Claimed				

SECTION 3: CLAIM FOR SPECIFIC CREDIT

This is the most important part of your portfolio – where you specify which modules of your proposed course you want to be exempted from. You should give the name and code of each module and briefly indicate the grounds for exemption, for example, because previous modules studied had similar content coverage and outcomes. You may wish to refer back to earlier sections of the portfolio to provide evidence in support of your claim. Module codes and learning outcomes can be supplied by your Programme Leader or found in the programme literature. If necessary, you may attach the syllabus from each course you have followed as further evidence for your claim.

If you are following an individual programme of study or work-based programme where there are few or no compulsory modules, you should make a full statement of how your prior certificated learning relates to your intended programme of study. This should include the relevance of your previous study in terms of learning outcomes achieved, underpinning knowledge and skills etc.

Module Title:

Module Code:

Grounds for Exemption:

SECTION 4: SUMMARY OF BASIS FOR CLAIM

Please summarise the basis for your claim here.

On completion of portfolio, please sign here to confirm that all details are as stated.

Signature: **Date:**