Accreditation of Prior Learning Form

The College recognises accreditation of prior learning (APL), which if awarded, may grant you exemption from some elements of your programme of study.

There are two types of APL - accreditation of prior *certificated* learning (APCL) and accreditation prior *experiential* learning (APEL).

* APCL is where credit is awarded by the College for previous study from another Higher Education course.
* APEL is where credit is awarded by the College for previous relevant experience gained at a professional level.

Candidates for a Postgraduate Diploma may apply for a maximum of 20 APL credits and LLM candidates may apply for a maximum of 60 APL credits.

This form sets out the information we require at application stage if you wish to apply for APL. Once the application is received, the College will decide whether APL can be awarded, and if so, the credits which will be recognised. The College has sole discretion on whether to award APL.

Should you need any more information about APL, please contact our Student Services team at 020 3884 4112 or on [info@collegepractice.com](mailto:info@collegepractice.com?subject=Question%20about%20Accreditation%20of%20Prior%20Learning%20(APL))

Accreditation of Prior Certificated Learning

To qualify for consideration under APCL, the courses you are claiming credits for must correspond to the subject and level of the College programme you are applying for.

The course must be appropriately certified by the originating institution.

Please compete Section A and B below only and include a copy of the transcript you wish to claim credit for.

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| **Section A: Student Details** | |
| Student Name |  |
| Student ID Number (if known) |  |
| Programme of Study |  |
| Entry point (month / year) |  |
| Email address |  |
| Telephone number |  |

|  |  |  |  |  |
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| **Section B: Prior Certificated Learning submitted** | | | | |
| Title of Module | Level | Credits | Year of completion | Awarding Institution |
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**Please also upload in your application the transcript of the course you are seeking to claim credit for.**

*For the College to Complete:*

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| --- | --- | --- |
| **Section C: Corresponding College of Legal Practice modules to be covered by APCL** | | |
| Title of Module | Credits | Level |
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| **Section D: Programme Leader (or subject expert nominee) rationale** | | |
| *Please provide a brief rationale confirming that the content, programme learning outcomes and module learning outcomes (identified in Section C) can be met through the Prior Certificated Learning achieved (as identified in Section B).* | | |
| Signed:  Date: | | |

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| **Section E: Progression and Awards Panel ratification** |
| Date of Progression and Awards Panel:  Signature of Chairperson: |

Accreditation of Prior Experiential Learning

If you wish to rely on APEL, you will need to identify the learning which you are seeking to claim credit for and prepare a portfolio of evidence to support your application. The supporting evidence will need to outline the knowledge gained, how it has been applied, the skills acquired and how they have been used. It is usual for this to involve some sort of reflective writing and supporting evidence. If you need advice on what to include, please contact our Student Services team at [info@collegalpractice.com](mailto:info@collegalpractice.com).

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| **Section A: Student Details** | |
| Student Name |  |
| Student ID Number (if known) |  |
| Programme of Study |  |
| Entry point (month / year) |  |
| Email address |  |
| Telephone number |  |

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| **Section B: Summary of the experience this APEL claim relates to:** | | |
| Area of practice / experience | Overview | Relevant programme of study / module you are seeking APEL against |
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| **Section C: Reflective statement in support of this claim** |
| *This statement should identify: (i) the knowledge you have gained and how it has been applied in your experience to date; (ii) the skills acquired and how they have been used.*  *This statement should address the module / programme learning outcomes of the relevant Programme of Study you are seeking to claim APEL against. See our* [*Prospectus*](http://colmarketingcloud.azurewebsites.net/UK/colp_prospectus/?page=1) *for more information on the module content and learning outcomes.*  *Please refer to your supporting evidence where possible.* |

**Please also upload in your application the portfolio of evidence in support of this APEL claim.**

*For the College to Complete:*

|  |  |  |
| --- | --- | --- |
| **Section D: Corresponding College of Legal Practice modules to be covered by APEL** | | |
| Title of Module | Credits | Level |
|  |  |  |
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| **Section E: Programme Leader (or subject expert nominee) rationale** | | |
| *Please provide a brief rationale confirming that the content, programme learning outcomes and module learning outcomes (identified in Section D) can be met through the Prior Experiential Learning achieved (as identified in Section B and C).* | | |
| Signed:  Date: | | |

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| **Section F: Progression and Awards Panel ratification** |
| Date of Progression and Awards Panel:  Signature of Chairperson: |