

Accreditation of prior learning (APL) apPlication pro forma:

accreditation of prior certificated and/or experiential learning (APCL/APEL)

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| **APPLICATION FORM**  |
| **This form should be completed by applicants who are applying for Accreditation of Prior Certificated Learning (APCL) on the basis of previous qualifications that are NOT recognised/positioned within the Framework for Higher Education Qualifications (FHEQ)****and/or****by applicants who are applying for Accreditation of Prior Experiential Learning (APEL) achieved through professional experience/independent study.*** Please refer to the University’s Admissions APL Policy and APL Procedure when completing this application form, available online at [www.falmouth.ac.uk/student-regulations](http://www.falmouth.ac.uk/student-regulations)
* The volume and level of credit assigned following a successful APL application will be recorded on the student transcript. Any marks and grades associated with this credit will not count in final classification calculations. Please refer to Section 2.7 of the [Falmouth Academic Regulations](http://www.falmouth.ac.uk/student-regulations) for more information.
* This form should be completed with the support of the relevant Admissions Tutor for the course you are applying to.
* It is the applicant’s responsibility to provide certified copies of original documentation, such as official transcripts of results, and appropriate evidence to demonstrate equivalent certificated and/or experiential learning outcomes.
* This application must be made by the applicable deadline outlined in the APL Procedure and it is the applicant’s responsibility to ensure that they allow plenty of time to gather and upload the evidence, tasks or information required by that deadline. Normally, late applications will not be considered.
* All requested evidence, including this form, must be uploaded to the [Falmouth Applicant Portal](https://myfalmouth.falmouth.ac.uk/urd/sits.urd/run/siw_lgn)in order for the application to be considered complete. If, following upload, we request further information from you, your application will be considered incomplete until you have uploaded it.
* Acceptable file types are .doc, .pdf or .jpeg.
* If you have any questions regarding the APL process, please contact a member of the Applicant Services team at applicantservices@falmouth.ac.uk or on 01326 213730.
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| **Section A1****ALL APPLICANTS – PERSONAL DETAILS** |
| **Please fill in your details in the table below. Do not leave any rows blank.**

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| **Falmouth Applicant Portal Username:**  |  |
| **Forename(s):**  |  |
| **Surname:**  |  |
| **Date of birth:**  |  |
| **Email:**  |  |
| **Telephone:**  |  |
| **Full award/course title you are applying to:** |  |
| **Month and year that you intend to commence your studies at Falmouth e.g. Sept 2016:**  |  |

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| Section A2**ALL APPLICANTS – APPLICATION TYPE** |
| Please put an ‘x’ in the box next to the application type that you wish to make.

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|  | I am applying for Accreditation of Prior Certificated Learning (APCL) (**Go to PART B**) |
|  | I am applying for Accreditation of Prior Experiential Learning (APEL) (**Go straight to PART C**) |
|  | I am applying for a combination of Accreditation of Prior Certificated Learning (APCL) **AND** Accreditation of Prior Experiential Learning (APEL) (**Go to PART B**) |

Go to PART B |

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| **PART B** |
| **Section B1****apcl APPLICANTS ONLY** |
| Please complete the table below using one row per qualification. Only list qualifications that you intend to use as evidence for your APCL application.Add a new row if you need to add another qualification.You must upload digital copies of the original certificates and/or transcripts of each listed below.

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| Full title of qualification | Name and address of awarding institution/training centre | Month and year qualification awarded (e.g. June 2010) |
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Please note that your application may be rejected or delayed if you do not upload these documents with this form.Go to PART C |

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| PART C |
| Section C1ALL APPLICANTS – POINT OF ENTRY |
|  Please put an ‘x’ in the box next to the point of entry that you wish to apply for.

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|  | I am seeking entry to Level 4 of an undergraduate degree(**go to Part D**) |
|  | I am seeking direct entry into Level 5 of an undergraduate degree with 120 credits exempted (**go to Part D**) |
|  | I am seeking direct entry into Level 6 of an undergraduate degree with 240 credits exempted (**go to Part D**) |
|  | I am seeking credit for entry into Level 7 of a postgraduate degree(**go to Part D**) |
|  | I am seeking exemption from certain components of an undergraduate or postgraduate taught degree with specific credit (**go to Section C2**) |

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| **Section C2****APPLICANTS SEEKING EXEMPTION FROM certain COMPONENTS OF AN AWARD** |
| **Please complete the table below. You must complete a row for EACH module for which you are seeking exemption addressing ALL learning outcomes for each module; add more rows if you needed. You must:**1. use the Falmouth award/module information provided to you by your Admissions Tutor and
2. cross-reference your own prior learning with the evidence that you have uploaded; each piece of evidence must be clearly named (e.g. ‘Appendix 1’, ‘Appendix 2’ etc.) so that it corresponds with the file name you provide in the ‘Evidence’ column.

**Please contact your Admissions Tutor if you require help with completing this section.**

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| **Falmouth University Module Code/Title** | **Credit value** | **Learning Outcomes** | **Evidence** |
| *e.g. WVG123/ Principles of Traditional Weaving* | *e.g. 20* | *e.g. LO 1: Be able to apply a range of techniques in order to produce products to a professional standard.* | *e.g. See Appendix A* |
| *e.g. LO 2: Be able to demonstrate a knowledge of the historical context of weaving.* | *e.g. See Appendix B* |
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**Go to PART D** |

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| **PART D**  |
| **Section D1****ALL APPLICANTS – REFLECTIVE STATEMENT** |
| **Please provide a written statement (500 – 750 words) of that reflects on your prior learning achievements. In your statement, you should include the following:*** how the learning you achieved is **relevant** to the subject area you are applying for; and
* how you have kept your learning **current/up-to-date** since you completed that independent learning or gained that experience.

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**Continue to Section D2** |

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| **Section D2****ALL APPLICANTS – SUPPORTING EVIDENCE** |
| **Please put an ‘x’ in the box next to ALL relevant pieces of evidence that you have uploaded as part of your application to the** [**Falmouth Applicant Portal**](https://myfalmouth.falmouth.ac.uk/urd/sits.urd/run/siw_lgn)**.****If you are unsure about what work is required of you, please contact your Admissions Tutor.**

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|  | Previous course(s)’ syllabi/descriptors (to be included by all APCL applicants) |
|  | Portfolio of previous work |
|  | Example(s) of written work |
|  | Assessment(s) set by the Admissions Tutor |
|  | A recorded performance |
|  | Other (please specify): |

**Continue to PART E** |

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| PART E |
| Section E1ALL APPLICANTS – APPLICANT DECLARATION |
| **ALL APPLICANTS**“By signing below, I certify that the information given above is accurate and I understand that giving false information may constitute a disciplinary offence within the regulations of Falmouth University. I understand that the University can approach the awarding body (such as a training centre or college) or employer, if it chooses, for verification of the submitted qualifications and/or experience. I also understand that submission of an APL application does not constitute the guarantee of an offer to study at the University.”**APEL AND COMBINED APEL/APCL APPLICANTS ADVANCED ENTRY/SPECIFIC CREDIT ONLY – ADDITIONAL DECLARATION**“In addition, I have paid the APEL application administration fee of £200 online. I understand that once the University has acknowledged receipt of my APEL or combined APEL/APCL application for advanced standing or specific credit, the administration fee is non-refundable and is non-deductible.”Signed: (please scan your signature)**Dated:** **Please upload this completed form with all requested evidence, to the** [**Falmouth Applicant Portal**](https://myfalmouth.falmouth.ac.uk/urd/sits.urd/run/siw_lgn)**.** |