

Academic Policy A06 Accreditation of Prior Learning (APL)

1. Policy Statement

This policy sets out the framework that SAE Institute will recognise prior learning of a prospective student to grant credit for a module within a programme. The prior learning will be reviewed based on demonstrable evidence to ensure credit granted meets equivalent content and learning outcomes of a particular module or group of modules.

2. Purpose

SAE Institute maintains the integrity of academic programmes and assures the academic standards and reputation of its awards. In the case of validated programmes the policies of Middlesex University, as validating institution, take precedence in the application of this policy.

The purpose of this policy is to provide a reliable and practicable framework for accreditation of prior learning for applicants to SAE programmes.

3. Scope

This policy applies to applicants to programmes conducted by SAE Institute Europe and associated territories. This policy is applicable to all applicants, irrespective of their place of residence, campus or mode of study.

Where a student transfers from another jurisdiction the student must comply with the jurisdiction to which they have transferred.

4. Associated Policies and Procedures

This policy should be read in conjunction with the A05 Student Selection and Admission Policy.

5. Policy

SAE determines eligibility for credit in the course of normal admission procedures. Students applying for credit must provide sufficient and credible evidence to enable appropriate and reliable assessment of their prior learning.

5.1. Application of Credit

SAE may award specific credit, in terms of currency, content and level of an applicant's previous studies. Specific credit is applied to grant exception or advanced standing against specific learning outcomes of a programme module. Under this provision credit is granted supported by evidence of certificated or experiential learning. Certificated learning includes any study completed in a recognised learning institution eg University or FE College. Experiential learning is gained through work-based experience, life experience, self-directed learning, non- accredited professional development programmes, or FE programmes.

5.2. Credit Transfer from other Institutions

Applicants who hold a qualification from another accredited institution, or who have formally completed components of another qualification, must submit certified evidence of those achievements to the Institute. Specific credit will be granted under certificated prior learning.

Applications for specific credit with certificated prior learning must be reviewed by the Campus Academic Coordinator. The CAC will determine credit against a specific module or set of modules.

5.3. Credit granted for experiential learning

Applicants who seek credit for industry or other relevant experience related to the applied programme must submit a résumé and any other evidence to support claimed experiential learning. Other evidence may include employer references and industry figures, a comprehensive portfolio of work or list of professional activities. Applicants seeking credit may be required to attend an interview with the Campus Academic Coordinator before a final determination. The CAC will determine credit against a specific module or set of modules.

5.4. Credit granted for internal SAE transfers

Credit may be granted for applicants with previous SAE studies. This provision applies to former SAE students who ceased studies and treated under the specific credit provisions in 5.1. This provision does not apply to current students transferring campus.

5.5. Withdrawal of Credit

The Institute reserves the right to withdraw credit where either:

- a) an error has been made in assessing an application; or
- b) false or misleading information has been provided by the applicant

Where a change is made to a provision of these regulations, or where a precedent or planned articulation is reviewed and changed, credit already granted will not be withdrawn.

6. Implementation

In implementing this policy the Institute will:

- a) provide accurate and reliable quality assurance and record-keeping systems for the accreditation of learning, including experiential learning, short courses, prior learning, work-based learning and autonomous learning;
- b) implement a range of methodologies for identifying and recognising learning achievements from experiential and credit-based learning;
- c) provide staff training as necessary in techniques for the accreditation of prior learning;
- d) consider credit for full time Institute courses of one week or more duration
- e) facilitate recognition opportunities for those not in employment (e.g. family responsibilities) or those working in a voluntary capacity;
- f) ensure that its admissions procedures take full account of prior learning procedures for applicants;
- g) provide advice to students entering the Institute from a background of non-

- traditional learning to maximise the value of their prior learning;
- h) monitor the intake and progression of students awarded credits for prior learning;
 - i) report annually on APL to Middlesex University.

7. Appeals

Any student who is dissatisfied with the outcome of a review of a credit decision may appeal to the Academic Manager for a Territory. Refer to the Academic Grievance Policy, A07.

8. Policy History

Last Review: 24 February 2015

Policy Review Date: April 2019

Policy A06 Appendix: Accreditation of Prior Learning Procedure

A Campus Academic Co-ordinator is responsible for implementing the provisions of A05 Student Selection and Admission Policy and A06 Accreditation of Prior Learning (APL) and ensuring that applications are dealt with fairness, timeliness and accuracy and in accordance with approved SAE admissions criteria.

Where an applicant wishes to claim credits for prior learning, a portfolio must be submitted containing the following components for either:

- 9.1) **Certificated Prior Learning** Documentation of academic achievements e.g. Diploma Supplements, transcripts, document outlining learning outcomes, national level descriptors. All documents must be in English or translated into English by an accredited translation service;
10. 2) **Experiential Prior Learning** Reflective report on learning experience (maximum of 1000 words); record of time spent learning; reference letters to support claim; any additional evidence;

Credits must be claimed within 5 years of approval. The Campus Academic Coordinator and admissions team will map the applicant's learning outcomes against a specific module's learning outcomes and content.

Where a module is granted credit recognition the diploma supplement will record the grade code as Accreditation of Prior Learning.