

Academic Policy A06

Accreditation of Prior Learning (APL)

1. Policy Statement

This policy sets out the framework under which SAE Institute will recognise the prior learning of a prospective student for the purposes of granting 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 transparent, 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:

- A05 Student Selection and Admission Policy.

5. Associated Documents

- The Quality Assurance Agency for Higher Education, (2008) [Higher education credit framework for England: guidance on academic credit arrangement in higher education in England](#).
- Middlesex University Learning and Quality Enhancement Handbook (LQEH) s.14 accessed [here](#).

6. Policy

SAE Institute recognises and values the importance of lifelong learning and student mobility within Higher Education through the accreditation of prior learning. SAE determines eligibility for credit in the course of normal admission procedures, prior to programme commencement. Students applying for credit must provide sufficient and credible evidence to enable appropriate and reliable assessment of relevant prior learning.

6.1. Application of Credit

SAE Institute may recommend the 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

Record of Prior Learning (RPL) includes any study completion leading to the award of academic credit and/or qualifications by a recognised awarding body such a University.

Experiential Learning

Experiential learning is the provision of evidence of learning, which can be associated with work-based experience, life experience, self-directed learning, non-accredited professional development programmes. This is applicable to applicants over the age of 21, who may apply under Alternate Entry conditions.

Process

Applications for credit will be assessed by a campus academic leader - either the academic coordinator or a nominated programme coordinator - on an individual basis. This assessment will inform the admission to an SAE programme.

The SAE Programme Accreditation Board who will govern the application of credit and process through regular review.

Credit can only be applied to the full number of learning outcomes for a module. Partial credit cannot be awarded.

6.2. Record of Prior Learning

Applicants who hold a qualification from another accredited institution, or who have formally completed components of another qualification, must submit the following: module or programme handbook, certified transcripts of previous and any other documented evidence in support of the claim. Assessment of certificated learning will be guided by the

Framework for Higher Educations Qualifications in England, Wales and Northern Ireland (FHEQ) and the Scottish Credit and Qualifications Framework (SCQF).

6.3. **Accreditation of Prior Experiential Learning**

Applicants who wish to be considered for credit based on experiential learning should make this clear as part of their application process. Applicants who seek credit for industry or other relevant experience related to the applied programme must submit an academic essay, a CV and a portfolio. Other evidence may include employer references and industry figures or list of professional activities. It is the responsibility of the applicant to provide demonstrable evidence of their learning experience, however the Institute will provide guidance and support.

6.4. **Credit granted for internal SAE Institute transfers**

Credit may be granted for applicants with previous SAE Institute studies. This provision applies to former SAE students who ceased studies and treated under the specific credit provisions in 6.2. This provision does not apply to current students transferring from an approved SAE Middlesex degree centre listed in Schedule 1 of this policy.

6.5. **Withdrawal of Credit**

The Institute reserves the right to withdraw credit where either:

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

Where either of the above occurs, the Admissions Office will immediately notify the applicant in writing (normally via email). 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.

7. **Implementation**

The SAE Programme Accreditation Board is established under the provisions of the Middlesex University Learning and Quality Enhancement Handbook (LQEH).

The SAE Programme Accreditation Board is constituted as follows:

- Deans UK, SWEu and GSA, one of whom is appointed Chair by the SAE Chief Academic Officer;
- Heads of Quality and Student Experience for UK, SWEu and GSA, one of whom will act as secretary to the Board on a rotating basis;
- A Middlesex University Link Tutor

The SAE Programme Accreditation Board will grant credit using the recommendations of

campus academic leadership and the principles and requirements of Section 14 of the LQEH.

The Chair of the SAE Programme Accreditation Board will:

1. Provide the Finalist Assessment Board all details of credit granted to students; and
2. Provide a report annually on APL through the Annual Monitoring Review process.

8. Appeals

An applicant may appeal the outcome of a review of a credit decision to the Learning, Teaching and Curriculum Committee. The appeal must be based on either (i) an error of process or assessment or (ii) a decision impaired by bias.

9. Records

13 July 2007 policy implemented (Approved Academic Board)

9 September 2009 policy amendment (Approved by Chair Academic Board)

15 February 2011 policy approved (by the CEO & Managing Director)

28 February 2011 policy approved (by the CEO & Managing Director)

1 January 2015 Policy reviewed by Validation Panel

24 February 2015 Policy approved by Dean, SAE Europe

30 June 2017 Policy approved by UK Executive Leadership Team

Last Review: 31 March 2016

Policy Review Date: April 2019

Policy A06 Appendix: Accreditation of Prior Learning Procedure

The 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 Institute admissions criteria.

Where an applicant wishes to claim credits for prior learning, a portfolio must be submitted

containing the following components for either:

- 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;
- 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;

Where Experiential Prior Learning is being considered, the applicant may also be invited to attend an interview.

The academic coordinator or nominated programme coordinator will map the applicant's learning outcomes against a specific module's learning outcomes and content and make a recommendation to the SAE Programme Accreditation Board. Only learning outcomes, which are relevant to the module will be considered for credit.

The Admissions office will facilitate the provision of feedback to all applicants in line with the standard admissions procedures.

Credits must be claimed within 5 years of approval. Where credit has been previously granted towards a qualification (either internally or by another provider), that credit cannot be re-used in order to claim further credit towards SAE Institute's programmes.

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

Schedule 1: Middlesex Approved SAE Degree Centres

All UK Campuses

All South-West Europe (SWE)

All Germany-Switzerland-Austria (GSA)

Belgrade, Amman and Mexico City