

What is APL?

Accreditation of **Prior Learning** is a route to gaining a qualification by the assessment of skills, knowledge and experience that you may already have.

APL is about getting formal acknowledgement for what you have already learned and it does not matter where or how that learning took place.

APL is available to you if you have previous knowledge and skills and you are able to provide evidence of this past achievement.

Accreditation of Prior Learning Guidance Notes for Candidates

How to claim APL

Express your interest in claiming **APL** by filling out the Application Form and sending it in with your portfolio of evidence. If you want further information on how to gather evidence you need to call the listed APL advisor for training and awards who can support you in this process.

You should complete the form as best you can. If you are uncertain about any of the questions you can always ask the APL Adviser.

When your application form has been received with the portfolio of evidence the APL Adviser will discuss your application with you and look at your past experience.

(N. B. Do not send original documents; send any information to the adviser and not the secretary).

Collecting Evidence

To support your claim for APL you must gather evidence for a portfolio and tell us what you are hoping to **claim competence for; what is your goal for this credited experience?** Your evidence must be reliable, authentic, current, appropriate and sufficient and may include:

- Witness testimonies – where someone will say you are able to do certain things
- Witness testimonies of the workshops, seminars, courses you have attended or delivered
- Observations – where someone will see you performing certain things
- Certificates – proof that you are competent
- Letters of completion for education courses

*Include contact details in case we want to check the evidence with statement providers

The APL Process

1. Candidate expresses an interest in APL and may speak to the Advisor.
2. Candidate completes candidate profile/application form and sends to APL Advisor with portfolio of evidence (**not originals**).
3. APL Adviser receives application form and portfolio and reviews past experience; you may be contacted to discuss the evidence or supply additional information.
4. APL Advisor advises Candidate whether they may or may not claim APL.
5. Candidate collects evidence that is sufficient and valid to claim competence, with advice from the APL Adviser if required, and builds a portfolio.
6. Evidence assessed by Assessor who is the advisor and assessment decision is discussed by training and awards committee.
7. Assessment decision is communicated to the Candidate.
8. Candidate will receive a certificate of competence towards their goal which can then be used against the awards or programme that the credit given is applicable to.

**ACCREDITATION OF PRIOR LEARNING
CANDIDATE PROFILE/APPLICATION FORM**

Name:

Address:

.....

Home Telephone No: Mobile No:

Email:

Name of Church and length of time you have been a member:

.....

Individual member's Number/ years?

SNU Awards held:

SNU Education courses completed:

Workshops etc. attended:

.....

Teaching experience, circle leader etc.:

.....

Committees you have served on with position and length of time:

.....

What is the award you are claiming credit competence for?

I declare that each of the above statements is true and accurate

Signed _____ Date _____

**ACCREDITATION OF PRIOR LEARNING
ASSESSOR'S REPORT SHEET**

Name of Candidate:

Address:

.....

Elements of qualification requested for APL

List of evidence presented by Candidate

Does evidence satisfy criteria for each element? Yes/No

Is the evidence

Authentic Yes/No appropriate Yes/No sufficient Yes/No

Relevant Yes/No current Yes/No

Assessor's comments

Results (delete as appropriate)

Claim allowed for all elements

Claim allowed for specific elements

Claim rejected

Request more data giving type required

Assessor's signature _____ Date _____

**ACCREDITATION OF PRIOR LEARNING
WITNESS TESTIMONY**

Candidate Name:

Element:

.....

I confirm that the observed performance was satisfactorily carried out according to the individual performance criteria of the element identified by the above named candidate.

Witness Name: _____

Address: _____

Telephone No: _____

Position & awards held _____

Signed (Witness): _____

Signed (Candidate): _____

Date: _____

**ACCREDITATION OF PRIOR LEARNING
COURSE CHECKLIST**

Name of Candidate:

Address:

.....

I have attended the following courses:

Venue	Title of Course	Name of Tutor	Tutor's signature
-------	-----------------	---------------	-------------------

I declare that each of the above statements is true and accurate

Signed _____ Date _____