



**BISHOP
GROSSETESTE
UNIVERSITY**

BISHOP GROSSETESTE UNIVERSITY
ACCREDITATION OF PRIOR LEARNING
 Application Form

If you would like credit from a previous credit-bearing programme to be taken into consideration for exemption from modules of a programme of study at Bishop Grosseteste University, please complete Section A of this application form in full. You should refer to the **Code of Practice for the Accreditation of Prior Learning** at bishopg.ac.uk before completing the form.

If you would prefer the form in a different format, please contact qualityoffice@bishopg.ac.uk or (01522) 583803.

Please help us to ensure that we receive sufficient information and documentation to assess your application by completing the checklist at the end of this application form. Providing inadequate evidence will mean that we are unable to process your application.

Section A: Personal Details

UCAS/UTT/BGU
Application ID:

First Name/s:

Surname:

Address:

Postcode:

Telephone (home):

Email address:

Date of Birth:

Telephone (mobile):

Programme of study applied for, or studying at, Bishop Grosseteste University for which you wish to claim credit towards

Intended month and year
of entry:

Application for Accreditation of Prior Certificated Learning (APCL)

Please note that unless there are exceptional reasons, we are unable to consider previous studies that are more than five years old for the purposes of APCL.

If your studies are **more than five years old**, you may still be able to apply for exemption based on previous relevant professional experience through the Accreditation of Prior Experiential Learning (APEL) process by completing Section D of this application form, in addition to Sections A - C.

Section B: Details of previous studies for which you are claiming credit

Please provide details of all previous studies that you wish to be considered for APCL, including any studies undertaken at Bishop Grosseteste University. If you wish to claim for separate periods of study, then please complete a separate Section B of the Application form for each period of study.

B1. Programme Details

Name and address of the Institution where your previous studies were undertaken:

Qualification:			
Programme Title:			
Level of Study:	Please select	Mode of Study:	Please select
Period of Study (from):		Period of Study (to):	
Was the course completed:	Please select	Date Qualification Awarded (if course completed)	
Total number of credits required for Award of Qualification:			

B2. Module Details

Please list below the title, credit value, level and date of completion of all modules undertaken as part of your previous studies. You should note that credit cannot be considered for part of a module.

Module Title	Credit Value	Level of Study	Date Module Completed

Section C: Supporting evidence

Please enclose with your application documentation related to any programme or module/s you wish to be considered for credit transfer. You should provide as much information as possible about module content, programme structure, types of assessment, etc.

If you do not have this information, you should obtain copies from your previous Higher Education provider.

Please confirm which documents you have provided by clicking or ticking the boxes in the following checklist:

- | | |
|---|--------------------------|
| Programme Specification or Syllabus: | <input type="checkbox"/> |
| Module Specifications or Descriptors (including details of module learning outcomes): | <input type="checkbox"/> |
| Transcript (if applicable): | <input type="checkbox"/> |
| Certificate (if applicable): | <input type="checkbox"/> |

Please note that you do not need to provide any of the above detailed documentation for studies undertaken at Bishop Grosseteste University.

Application for Accreditation of Prior Experiential Learning (APEL)

Section D: Alternative Supporting Evidence

If your claim is on the basis of qualifications/credits obtained more than five years ago, or based on relevant professional experience (with or without previous studies), your prior experience may be considered for the purpose of accreditation of prior experiential learning.

Please describe in the section below how you have kept your previous studies up-to-date, for example in the workplace or through voluntary experience, and demonstrate how this subsequent learning relates to your studies. Please ensure that you provide dates for any subsequent learning you have undertaken and wish to be considered. Please note that you may be asked to submit additional documentation in support of this statement at a later date.

Application Checklist

Before you return your application for accreditation of prior learning to the University, please ensure that you have:

Made an application for admission to a programme of study at Bishop Grosseteste University prior to making this claim for credit transfer, and therefore provided your University ID in Section A *(please tick box)*:

☐

Included details of all previous studies that you wish to be considered for credit transfer, including any studies taken at Bishop Grosseteste University *(please tick box)*:

☐

Attached adequate supporting evidence of the successful completion of any previous studies taken outside Bishop Grosseteste University, including certified copies/scans of academic transcripts, degree certificates, and information about programme and module content *(please tick box)*:

☐

Checked that your previous studies were taken at the same level as the Bishop Grosseteste University studies for which you are seeking exemption *(please tick box)*:

☐

Included proof of any change of name, if relevant *(please tick box)*:

☐

I, _____ sign below to confirm that the information provided in this application is a true and accurate account of my claim for accreditation of prior learning. By signing, I agree for my personal data to be processed and held by Bishop Grosseteste University for the purpose of administering my application.

Signature:
(electronic or written)

Date:

We will use the personal information provided on this form to contact you about your application for Accreditation of Prior Learning. Your personal information will be shared with:

- the relevant academic member/s of staff related to the programme for which you are applying for Accreditation of Prior Learning, to enable an appropriate review of your application to be undertaken;
- members of the BGU Accreditation of Prior Learning Panel, where your Accreditation of Prior Learning application will be considered;
- and staff within the Admissions and Quality sections, who are responsible for processing your Accreditation of Prior Learning application.

Please see the BGU website for further information regarding our [Privacy Policy](#).