

Kingdom (NARIC) or equivalent;

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- Be supported by independent, third-party, evidence which supports the acquisition of such knowledge and skills (as an example; employer references or certificates of training course attendance). The nature and suitability of such evidence will be determined by the Course Director;
- Timely in the context of the target award. The learning must have taken place recently enough for there to be reasonable expectation that the learning is relevant and that the student can apply the prior learning to their studies. This will be determined by the Course Director.

APEL Application

The assessment of APEL applications is the responsibility of the Course Director for the course that the applicant tends to enrol onto. It is recognised that assessment of APEL will be subject to their academic judgement. They may employ any reasonable procedure to arrive at a decision about the evidence submitted and the value and level of credit to be awarded. They may make use of both internal and external expertise as appropriate in making such judgements. The evidence required for such applications is assessed on an individual basis and at the discretion of the Course Director but it is expected that most applicants will be required to attend an interview.

Applicants to all courses will be expected to demonstrate that they meet the requirements to join the first year of the course, irrespective of any APEL claims. Where a course would normally require an interview as a part of the standard application process, it is expected that applicants who are applying to join the course with APEL would also attend and pass such an interview.

Applicants to the College who are making claims for APEL must do so in writing (preferably email), to the Admissions Office. In the first instance their application should consist of the following:

- a copy of their CV;
- details of module exemptions they are seeking;
- demonstration of how their experience meets the each of the learning outcomes of these modules;
- At least one reference which provides support to the acquisition of their skills and knowledge (preferably from their current line manager);
- Applicants may also find it useful to include a brief personal statement to cover any other information they would want the Course Director to be aware of.

Applications are assessed on a case by case basis and therefore the above list is not definitive. Further information or assessment may be required to determine whether
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