



Guidance Notes for Candidates Making An APL Claim within the NI PQ Framework

Making an APEL Claim (Accreditation of Prior Experiential Learning)

APEL claims can be made in respect of learning achieved through experience and critical reflection outside of education or training systems. Examples of experiential learning and development are wide and varied and may include for example, involvement in the improvement or development of practice, policies or service provision, publication of material or articles or research or evaluation.

Claims can be made for any requirements within any of the Awards of the NI PQ Framework. APEL can however only be used for two thirds of an Award.

To make an APEL claim, candidates must submit the following documentation:

- a completed Claim Form (sections 1 & 2), countersigned by their line manager
- a brief introductory statement on the context of the work, including the candidate's job role and responsibilities
- a mapping matrix identifying where within the body of work the PQ requirements are evidenced
- a brief commentary (of no more than 500 words per requirement) identifying how the work produced and subsequent learning achieved meets the PQ requirements being claimed
- the body of work, or a sample of the work previously produced which evidences the learning that has occurred

Please note: where the experience the candidate is drawing on has taken place more than 5 years ago, the submission must demonstrate currency and coherence and be supported by a line manager verification of currency report.

Making an APCL Claim (Accreditation of Prior Certificated Learning)

APCL claims can be made in respect of learning that has been previously assessed and certificated by an academic or other equivalent institution. The certificated programme must have been at postgraduate level, e.g. masters degree, doctorate, higher level professional award.

Claims again may be made for any of the PQ requirements within any of the Awards. In some instances, APCL may be used for achievement of a full Award.

To make an APCL claim, candidates must submit the following documentation:

- a completed Claim Form (sections 1 & 3), countersigned by the line manager
- a copy of the certificate issued by the awarding body
- a sample of the original work submitted for assessment and/or or a copy of the course/programme handbook

- a mapping matrix which identifying where within the body of work the PQ requirements are evidenced
- a short commentary (of no more than 200 words per requirement) which identifies where/how the PQ requirements are demonstrated

Where the certificated programme was undertaken more than 5 years ago, the commentary must address how the learning has been updated and remains current in its application. This should be supported by a line manager verification of currency report.

It s important to note that, in all of the above circumstances, it is not just the experience of the activities alone, but more importantly, the achievement of learning or the outcome of that learning, that is being assessed.

October 2007