

## ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING POLICY

### Key Information

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**This policy will be reviewed and ratified at least annually and/or following any updates to national and local legislation and/or guidance.**

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### Introduction

Circomedia recognizes that some students may not meet the standard entry requirements for their chosen degree programme, but may have relevant prior experience and learning that demonstrates their ability to succeed in the programme. As an accredited institution of Bath Spa University, we follow their guidelines for Accreditation of Prior Experience and Learning (APEL) to ensure fair and consistent recognition of prior learning.

### Criteria for APEL eligibility

To be eligible for APEL as an alternative entry requirement, students must demonstrate that their prior experience and learning is equivalent to the knowledge, skills, and understanding required for the degree programme they are applying for. This may include:

- At least 3 years professional experience in a relevant field
- Training courses and qualifications
- Voluntary work in a relevant field
- Self-directed learning

## APEL assessment Process

The APEL assessment process involves a rigorous evaluation of the evidence provided by the student to demonstrate their prior experience and learning. The process includes:

1. **Initial Review:** Students are required to submit a detailed portfolio of evidence that demonstrates their prior experience and learning. This is reviewed by the APEL coordinator to ensure that the evidence is relevant to the module or programme of study being applied for.
2. **Formal Assessment:** A panel of academic staff will assess the evidence provided by the student and determine the level of credit that can be awarded. This may involve an interview and demonstration of practical skills by the student to discuss their prior experience and learning in more detail.
3. **Credit Award:** If the student is successful in their APEL assessment, they may be made an offer to join the programme or be awarded credit towards their degree programme. The amount of credit awarded will be based on the level of equivalence between their prior experience and learning and the module or programme of study being applied for.

## Guidelines

The following guidelines apply to APEL in the programmes at Circomedia:

- A maximum of 50% of the total credit for a programme of study can be awarded through APEL
- A minimum of 20 credits must be taken through standard study at Circomedia
- APEL cannot be used to replace core modules
- APEL credits must be relevant to the programme of study being applied for

## Conclusion

At Circomedia, we recognize the value of prior experience and learning, and we are committed to ensuring that our APEL policy is fair, transparent, and consistent with Bath Spa University guidelines. By recognizing the prior learning of our students, we aim to provide a more flexible and inclusive learning environment that supports the diverse needs and aspirations of our student community.