



Policy: Clint Stamper Training Ltd - Credit Transfer, APL Procedure

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1.0 Introduction

Candidates may have previously acquired competence in areas of the curriculum being delivered on their course. In such circumstances, a candidate may request either Credit Transfer or Accreditation of Prior Learning (APL)

2.0 Credit Transfer

Credit Transfer is the process by which a candidate may gain certification for all, or specified outcomes, of a unit or units for competence(s) gained and evidenced by previous certificated learning. This will be granted where the certificated learning achieved directly maps to that which is being sought and in line with the requirements of the awarding body. All requests for credit transfer should be made in writing to the appropriate Subject Tutor.

3.0 Accreditation of Prior Learning (APL)

APL is the process by which a candidate may gain certification for all or specified outcomes of a subject or subjects for their past certificated achievements. Where APL is requested, it must be verified by the subject Tutor/Assessor via a mapping of the previously certificated learning against that which is being sought. This process may result in the granting of APL for all

or some of the outcomes of a given subject and may require the candidate to undertake additional assessment to demonstrate knowledge and understanding/competence in the areas for which APL cannot be granted. In every case, all candidate evidence must be retained in order to facilitate either internal or external verification of the assessment decision. This includes copies of the original certification against which APL is being claimed, the subject mapping undertaken, and any additional assessment required. All requests for APL should be made in writing to the appropriate Subject Tutor.