

## 1. Policy Statement

1.1 Accreditation of Prior Experience and Learning (APEL) is the process of identifying, assessing and accrediting an individual's competencies, knowledge and skills, no matter how they have been acquired.

1.2 The College has a developing policy on APEL, the aims are:

- To assist learners/candidates to meet their personal objectives.
- To ease the access of all mature learners/candidates into education and training.
- To give credit to learners/candidates in areas which they have prior experience.
- To develop the College image as a centre for advice, education and training.
- To provide a costed counselling and assessment consultancy to individuals and organisations.
- To promote lifelong learning.

1.3 This policy is implemented through the following procedures:

- Reviewing current achievements.
- Matching achievement to qualifications.
- Collecting and organising a portfolio of evidence.
- Assessing the portfolio through internal and external verification.
- Accrediting and claiming qualifications.
- Advising on further qualifications and training.

## 2 Access to the Policy

2.1 All staff must be familiar with all policies and procedures, detailed criteria can be found on the College Website, in the Learning Resources Centre and in policy files in Faculty/Division offices.

<b>Policy Title:</b>	APL Policy	<b>Staff Member Responsible:</b>	Quality Development Manager
<b>Version:</b>	Final	<b>Review Due:</b>	Nov 2009