

ACCREDITATION OF PRIOR LEARNING POLICY

Version	3.0
Effective date	August 2021
Date for review	August 2022
Policy owner	Head of Quality
Reference points	https://www.esc.ac.uk/about-esc/policies-and-procedures , https://www.bruford.ac.uk/about/who-we-are/policies-and-procedures/ , https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access
Audience/handling notes	Public
Dissemination and implementation plan	This Accreditation of Prior Learning Policy and Procedure will be published on the NHAM website and student portal for reference by students, staff, and all other relevant stakeholders. Lecturers will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Administration Manager will be responsible for the dissemination of the policy and procedures to academic staff; the Administration Manager will be responsible for the dissemination of the policy and procedures to support staff. Students will be informed by email that this information is available on the student portal and NHAM website.
Date approved	September 2021

1. Introduction

1.1. The Notting Hill Academy of Music (NHAM) is keen to widen access to its courses and encourage Lifelong Learning. Accreditation of Prior learning is one of the ways we do this. In assessing applications for APL, NHAM will treat all applicants equally and fairly in line with its Equal Opportunities Policy and in consultation with our collaborative partners.

1.2. In this document, the principles upon which credit for prior learning (including prior experiential learning) is awarded and the process by which applicants may make an application for APL and by which requests are granted or declined are outlined.

1.3. This document should be read in conjunction with the NHAM's Admissions Policy and Procedure.

1.4. This document is designed to provide information to applicants considering making an application for APL in respect of a course. It is also for use by administrative and academic staff tasked with operating the system.

2. Principles

2.1. Applications for APL will be considered for our Level 4 programmes.

2.2. This system of APL is for use where an applicant to a course wants to be considered for credit in respect of specific units on an identified Level 4 course.

2.3. Applications for admission onto a course and APL applications are considered separately. APL applications will not be considered unless an offer for a course has been accepted. The APL application needs to clearly state whether the applicant has sufficient knowledge and skills to gain credit in respect of specific modules of study.

2.4. Credit may be considered in respect of Prior Certificated or Prior Experiential Learning.

- 2.5. Credit is awarded entirely at the discretion of our collaborative partners and the Principal.
- 2.6. An application for APL does not automatically result in an award of credit being made.
- 2.7. Staff must not enter into specific discussion with an applicant regarding their request for APL and may not pre-empt the decision of our collaborative partner and the NHAM by predicting a likely outcome.
- 2.8. All applicants must be treated equally and must apply using the established procedure to ensure equitable treatment.
- 2.9. Credit may be granted only where evidence can be provided by the applicant that they have already achieved the skills and knowledge that would have been achieved had they studied for the unit(s) for which exemption is sought.
- 2.10. The responsibility for providing sufficient evidence that the appropriate skills and knowledge have been achieved rests solely with the applicant.