



Accreditation of Prior Learning (APL) application form

If you would like credit from a previous study to be taken into consideration for exemption from modules of a programme of study at the Notting Hill Academy of Music, please complete this application form in full.

Please refer to the 'Accreditation of Prior Learning Policy' when completing this form.

Please note:

APL/RPL will not be granted for: a. dissertation or project modules; b. core modules that must be completed for accreditation purposes or recognition by professional statutory and regulatory bodies.

Checklist:

- You will need to have made an application to NHAM for your chosen programme before completing this form.
- For any previous study you have included in the form for consideration, we will need certified copies of the academic transcript and final award certificate where applicable. We will also need information about the learning outcomes and module content. An example of this could be in the form of module descriptors or a course handbook.

Personal Details

First Name/s	
Surname	
Email	
NHAM programme applied to	
Month and year of entry	

Details of Prior Learning

Please complete the relevant section box (or both if your claim is a combination of both types of prior learning)

Accreditation of Prior Certified Learning

Certificated learning that has been accredited, formally recognised or certificated through a higher education institution or other higher education / training provider

Name of institution	
Qualification	
Course Title	
Study Dates	
Duration of Course/Study	



Course Completed?		
Reason if not completed		
Date of Award		
Mode of Study		
Level of Study		

Accreditation of Prior Experiential Learning

Experiential uncertificated learning that has been achieved through experience and/or training that has not been formally assessed

Level of Study	Credit Value	Module Title	Year of Study

If you are seeking Accreditation of Prior Experiential Learning, you will need to attach a separate sheet with the following details:

If you wish your prior experience to be matched to a module or modules

Please attach the learning outcomes of the module from which you are seeking exemption and indicate how your learning experience matches those learning outcomes.

If you wish your prior experience to be claimed as general credit

Please attach your own learning outcomes which you intend to full fill with the assessment of your experiential learning.



Accreditation of Prior Learning (APL) application form: Evaluation of claim (INTERNAL)

Admissions Notes/Recommendations

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Programme Leader supporting APL/RPL claim approval

Please tick one of the following decision boxes ✓		
Unconditional Approval for accreditation Details on the credit to be recognised in the section below	Further information required * please indicate below the outstanding condition(s) to be met	Rejected Please note the reason for rejection
Name		
Role		
Signed		
Date		

Currency Assessment

Has the recognised study occurred within the 5 years preceding the intended start date?	
If it falls outside of 5 years please confirm how the applicant has evidenced maintenance of skills and knowledge in the subject area since completing the prior learning, including reference to the evidence of updating submitted by the applicant)	

Details of prior learning to be accredited

Awarding body of prior learning	
Teaching Institution of prior learning (<i>if different to above</i>)	
Title of the award or credit	
Volume and level of the credit achieved from prior learning (in total)	



Total volume and level of the credit to be recognised by NHAM from prior learning	
Guidance on the accreditation/equivalency if relevant	
Evidence used for the mapping	

Mapping of accredited study

One of the mapping tables must be completed (either by module or by learning outcome).

Mapping of modules

Please use the table below to show how modules from the previous programme of study map over to the relevant modules of the new programme that are to be accredited.

Programme Applied for at NHAM				Details of Prior learning
Level	Credit Volume	Module Code	Module Title	Title of Unit(s), Credit Volume, & Level

Mapping of learning outcomes

Please use the table below to show how the learning objectives from the previous programme of study map on to the learning objectives for the relevant modules of the new programme

<i>Learning outcomes of programme applied for at NHAM</i>	<i>Learning outcomes from prior learning</i>

Details of study at NHAM

Programme	
Month and year of entry	
Programme code	
Total number of modules required to complete the award after APL taken into consideration	

Head of Quality approval (final)

Recommendation	Accept/Reject
Comments/Further Recommendations	
Name	
Signed	
Date	