

CREDIT TRANSFER/ACCREDITATION OF PRIOR LEARNING (APL) REQUEST

Pleas refer to the notes overleaf for guidance.

Surname Other names

Date of Birth Tel. No.

Address Fax No.

..... E-mail

..... Course

Enrolment No. (where known)

If more than 2 modules are being claimed, please complete additional sheet(s).

Module for which your are seeking credit	
Module Title	Module Number

Qualifications offered as meeting part, or all, of the above module		
Title	Examining Body	Date of Award

Module for which your are seeking credit	
Module Title	Module Number

Qualifications offered as meeting part, or all, of the above module		
Title	Examining Body	Date of Award

The above details should be supplemented by further evidence, examples of which are given in the notes overleaf.

ACCREDITATION OF PRIOR LEARNING (APL)

Some guidance in applying for APL

Complete this form when credit is being sought for an HNC module if you feel you possess:

- an equivalent qualification.

You can be given credit for qualifications gained previously provided that:

- they can be matched to outcomes and performance criteria in the HNC module for which credit is sought
- you are still competent in the associated outcomes of the module.

It is your responsibility to provide evidence of competence in an HNC module by submitting to COLU details of previous qualifications. An assessor will judge this evidence against the performance criteria of the module and may well ask you to complete some or even all of the assessment material contained within the HNC module.*

Examples of the type of evidence that will help the assessor reach a decision include:

- (i) copies of certificates;
- (ii) copies of syllabuses of qualifications;
- (iii) examples of examination papers or other assessment material;
- (iv) the time elapsed since your qualifications were gained and any steps you might have taken to maintain competence.

Copies of HNC Module Specifications can be obtained from COLU upon application.

*There may be a charge for this assessment of 50% of the materials' cost of the unit (see price list).