**APL Application form**

1. **TO BE COMPLETED BY THE APPLICANT** with advice from the TEI.

Please refer to the Quick Guide for Applicants, the Quick Guide for Staff, the Detailed APL Guidance, and the Sample Application Form for further assistance.

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Programme** |  |
| **TEI** |  |
| **Programme Start Date** |  |
| **Application Date** |  |
| **This application is for APCL [ ]** **APEL** **[ ]** **Both APCL and APEL [ ]**  | For **APCL**,the prior learning will have been gained on a course of study that has been formally assessed and certificated by a higher education provider, thereby gaining credits at a specific level.All other forms of prior learning are treated as **APEL**. |
| Number of credits of APCL: | Number of credits of APEL: |
| **From which Common Awards modules are you seeking exemption?** | **How many credits are being claimed from each category?** |
|  |

|  |  |
| --- | --- |
| Biblical Studies |  |
| Christian Tradition |  |
| Ministry and Mission |  |
| Theological Reflection and Reflective Practice |  |

 |
| **What prior learning underpins this request?** |
|  |
| **LEARNING OUTCOMES** |
| I am mapping my prior learning to Common Awards **Programme Learning Outcomes** / **Module Learning Outcomes** (delete as applicable)The TEI can advise on which Learning Outcomes to list here. See our Detailed Guidance for more help. |
| **Learning Outcome** | **APCL / APEL / CA** | **How demonstrated** | **Evidence** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| B. **TO BE COMPLETED BY THE TEI** |
| **Assessor Name** |  |
| **Date of Assessment** |  |
| 1 | Is the total quantity of APL being claimed within the limits set out in your TEI’s APL policy? | Yes  | [ ]  | No | [ ]  |
| 2 | Is the total quantity of APEL claimed **no more than** 60 credits? | Yes  | [ ]  | No | [ ]  |
| 3 | Is the date on which the prior learning was demonstrated **no more than** five years before the application date? | Yes  | [ ]  | No | [ ]  |
| 4 | Is it your academic judgment that the mapping document and accompanying evidence demonstrate that the student has already achieved the necessary Learning Outcomes? | Yes  | [ ]  | No | [ ]  |
| 5 | If the answer to question 4 is ‘No’, can you confirm that the application identifies a Common Awards module or modules that will fill the gap, and that the student will take the relevant module(s)? | Yes  | [ ]  | No | [ ]  |
| 6 | Can you confirm that, in your academic judgment, the requested exemption will still allow the student to be sufficiently prepared for his or her remaining Common Awards modules? | Yes  | [ ]  | No | [ ]  |
| 7 | In your academic judgment will the applicant’s pathway remain coherent and well balanced? | Yes  | [ ]  | No | [ ]  |
| 8 | Has this assessment been confirmed by the TEI Board of Examiners or a sub-committee of that Board? | Yes  | [ ]  | No | [ ]  |
| **Outcome of TEI Assessment** |
| Approved in full | [ ]  |  |
| TEI rationale for approval: |
| Approved in part | [ ]  | Further details: |
| Approved with conditions | [ ]  | Further details: |
| Rejected | [ ]  | Reason for decision: |
| C. **REFERRAL TO DURHAM** – TO BE COMPLETED BY THE TEI |
| If the TEI wishes to approve an application, but the assessor has answered ‘No’ to any of questions 1, 2, 3 and 5 above, it should be referred to Durham. The Chair or Deputy Chair of the Common Awards Management Board will act as moderator, checking the judgment that the TEI has made. In such a case, please enter in the box below a brief account of how the judgment was made. There is no need to supply us with all the evidence that the student supplied to you, unless we subsequently request it. |
| If the TEI is unsure whether or not to approve an application, it can also be referred to Durham. In that case, the Chair or Deputy Chair of the Common Awards Management Board will be acting as an assessor. Please enter in the box below any information you think will be helpful to us, and please *do* supply all the accompanying evidence |
| **Additional detail** |
| TO BE COMPLETED BY DURHAM |
| **Outcome** |  |
| **Notes** |  |
| **Approved by** |  | **Date** |  |