Accreditation of Prior Certificated Learning (APCL) application form

If you would like credit from a previous award-bearing course to be taken into consideration for exemption from modules of a programme of study at the University of Birmingham, please complete this application form in full. Please refer to the 'Guidelines for Students Making an Accreditation of Prior Certificated Learning (APCL) Claim' when completing this form.

Please also help us to ensure that we receive sufficient information and documentation to assess your claim by completing the checklist at the end of this application form. Failure to supply adequate evidence with your application will mean that we are unable to process your claim.

Please note that, unless there are exceptional reasons, we will not consider previous studies that are more than five years old for the purpose of APCL. If your studies are more than five years old please refer to the University’s APCL Guidelines before making a claim.

There is no charge if you only want qualifications obtained, or modules taken, at the University of Birmingham to be taken into consideration.

If you are making an APCL claim on the basis of studies that are more than five years old please give reasons within Section C (approximately 500 words) why you believe your prior learning is still current for the purpose of credit transfer.

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**Please note that completion of this application does not guarantee that exemption will be granted**

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<tr>
<th>Section A: Personal details</th>
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<td>Title</td>
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<td>First Name/s</td>
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<td>Postcode</td>
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<td>Telephone No</td>
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<td>Email</td>
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<tr>
<td>Programme of Study applied for/studying at Birmingham that you wish to claim credit towards</td>
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<th>Month and year of entry</th>
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**Section B: Details of previous studies for which you are claiming credit**

Please provide details of all previous studies that you wish to be considered for APCL, including any studies undertaken at the University of Birmingham. If you wish to claim for separate periods of study, then please complete a separate Section B of the application form for each period of study.

1. **Course Details**

Name and Address of the Institution where your previous studies were taken

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Course Title</th>
<th>Period of Study From</th>
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Was the course completed? Yes [ ] No [ ] Date Qualification Awarded (if the course was completed) D D M M Y Y Y Y

2. **Completed Course Modules**

Please list the title, credit value, level and date of completion of all modules undertaken as part of your previous studies below. Please note that credit cannot be given for part of a module.

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Level of Study</th>
<th>Date Module Complete</th>
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3. **Course Structure**

Duration of Course (or duration of the module/s studied if the course was not completed) __________ years __________ months

Mode of Study Full-time [ ] Part-time [ ] Distance [ ]

**Level of Study (Please specify below)**

- Level C (Certificate)  
  For example, CertHE and first year Bachelors Degree level

- Level I (Intermediate)  
  For example, DipHE, Foundation Degrees and second year Bachelors Degree level

- Level H (Honours)  
  For example, AdCert, BPhil and Bachelor Degree (Honours)

- Level M (Masters)  
  For example, PG Cert, PG Dip and Masters degrees

- Level D (Doctoral)  
  Doctorates

Total Number of Credits Required for Award of Qualification __________
Section C: Supporting evidence

1. Course Outline/s

Please enclose with your application descriptions of any courses/course modules completed outside the University of Birmingham that you wish to be considered for credit transfer. You must provide as much information as possible about module content, course structure, methods of assessment and so on. You should be able to obtain this information from your previous Institution of Higher Education if necessary. Alternatively, please provide a web address for this information below if it is available online. Please note that you do not need to provide course outlines for studies completed at the University of Birmingham.

2. Other Supporting Documentation

Once you have completed the sections above, please also enclose evidence of studies completed outside the University of Birmingham with your application. That is, certified copies of transcript/s and degree certificate/s. Please note that you do not need to provide such evidence if your studies were completed at the University of Birmingham, unless we ask you to do so after assessing your application.

If your claim is on the basis of qualifications obtained more than 5 years ago, please provide a statement below explaining why you believe your prior learning is still current for the purpose of credit transfer. You should describe ways in which you have kept your previous studies up-to-date, for example via work experience, and demonstrate how this subsequent learning relates to your studies. Please ensure that you provide dates for any subsequent learning you are asking us to consider. Please note we may ask you to submit additional documentation in support of this statement at a later date.
**Application checklist (Please tick the boxes on the right as applicable)**

**Before you return your application for credit to Admissions please ensure that you have**

Made an application for admission to a programme of study at the University of Birmingham prior to making this claim for credit transfer, and therefore have written your University ID number in Section A.  

Included details of **all** previous studies that you wish to be considered for credit transfer, including any studies taken at the University of Birmingham.  

Attached adequate supporting evidence of the successful completion of any previous **studies taken outside the University of Birmingham**. That is, certified copies of academic transcripts, degree certificates, and information about the course or module content.  

Checked that your previous studies were taken at the same level as the University of Birmingham studies for which you are seeking exemption.  

Attached a cheque for £25 (made payable to the ‘University of Birmingham’) as payment for the consideration of previous studies taken outside the University of Birmingham.  

Included proof of any change of name if relevant.

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**Signature**  

**Date**

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Please return this form to:  

The Admissions Manager (APL)  
Admissions Office  
C Block Aston Webb Building  
University of Birmingham  
Edgbaston  
Birmingham  
B15 2TT