Eligibility criteria: Those who have successfully gained credit at Masters level from a similar programme (in Teaching and Learning in Higher Education) at another institution.

Required evidence (checklist):
- An official transcript evidencing the credits gained
- Completed assessment tasks which contributed to the credits awarded
- Feedback from markers on the work which has already gained credit
- Certificate from the Higher Education Academy for Associate Fellowship (where appropriate)

Application process:

1. Check the eligibility criteria for APCL applications and gather together the required evidence
2. Contact pgcap@plymouth.ac.uk to register your intent to apply for APCL
3. Meet with a PGCAP tutor to talk through the APCL process and the timeline for this
4. Put together your application including: PGCAP APCL application form; transcript; completed assessment; feedback; HEA Associate Fellowship or Fellowship certificate
5. Submit your application electronically to pgcap@plymouth.ac.uk

Possible outcomes of APCL:
- APCL full credit for module
- APCL part credit for module
- No APCL awarded
Assessment of your APCL application:
1. A PGCAP tutor considers your application and associated evidence and records:
   - number of credits/ modules achieved
   - whether credits can be provisionally accepted and which of the PGCAP learning outcomes / modules they relate to
   - what extra work may be required to fill the gaps in terms of attendance at PGCAP sessions and associated assessment
2. Recommendations are compiled and reviewed by another member of the PGCAP team
3. Feedback from tutor and reviewer are communicated to the applicant
4. Outcome is recorded on the student record

Possible outcomes of APCL applications:

- **APCL full credit for module**
  - Applicant will receive feedback from reviewers exempting them from specific module
  - Applicant will be registered on PGCAP to complete remaining modules and associated credit

- **APCL part credit for module**
  - Applicant will receive feedback outlining how many credits have been awarded and what they need to do to complete remaining credits from the appropriate module
  - Applicant will be registered on PGCAP to complete remaining modules and associated credit

- **No APCL awarded**
  - Applicant will receive feedback explaining why credit has not been awarded
  - Applicant will be registered to complete full PGCAP programme

**Attendance on PGCAP:** Required (unless in advance of the module) until evidence produced and decision made.

**Please note** there is no charge for APCL and APEL applications from Plymouth University staff. However candidates are required to build their applications autonomously. External candidates will be charged a fee. APL may be awarded for a maximum of 50% of the programme, or part thereof.

For further information or APCL application form, please contact pgcap@plymouth.ac.uk

*APCL guidance notes: July 2015*