Eligibility criteria: Those who have between one and three years prior experience of professional practice in teaching and learning in Higher Education, but do not hold a relevant qualification. (It is particularly appropriate for those who already hold Associate Fellowship with the Higher Education Academy).

Required evidence (checklist):

- APEL application form
- UKPSF application (or HEA certificate of Associate Fellowship)
- Review of Educational Practice (undertaken by colleague or line manager)
- Critically reflective account of pedagogic practice (2000 words)
- CV (as provided in original application) indicating posts held (full or part-time) including: number of hours involved in teaching (> 50 hours per year) in previous posts, and types of teaching and learning activities you have been involved in (eg stages/levels/roles and responsibilities)
- Copy of job application for post at Plymouth University

Application process:

1. Check the eligibility criteria for APEL applications and gather together the required evidence
2. Contact pgcap@plymouth.ac.uk to register your intent to apply for APEL
3. Meet with a PGCAP tutor to talk through the APEL process and the timeline for this
4. Put together your application including: PGCAP APEL application form; CV; job application form; UKPSF application; Review of Educational Practice; 2000 word critically reflective account of pedagogic practice
5. Submit your application electronically to pgcap@plymouth.ac.uk
Assessment of your APEL application:
1. A PGCAP tutor considers your application and associated evidence and records:
   - To what extent the evidence provided meets the relevant learning outcomes
   - 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 APEL applications:

| APEL 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

| APEL 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 APEL 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 APEL application form, please contact pgcap@plymouth.ac.uk

APEL guidance notes: July 2015