

## Accreditation of Prior(Experiential) Learning

### SECTION A

Note: A separate Section A to be completed, by the candidate proposing to use the APL/APEL process, for each course or programme.

This section should include any information relating to the relevant certificates, proof of competence statements, or assessment result statements, which can be presented by the candidate. In addition, it should include course details for any relevant course of training or education which the candidate has undertaken irrespective of whether or not it has resulted in a certificate.

Candidate's name:		
Candidate's signature:		
Title of course:		
Length of course:		
Date of course:		
Name and address of course providers:	Purpose of course:	
Brief description of coverage:	Brief description of any assessment taken and results obtained and/or competencies gained:	
Was a result sheet or certificate gained? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is a copy included in this section? YES <input type="checkbox"/> NO <input type="checkbox"/>	

**SECTION B**

Accounts of Experience

Candidate's name:

Signature:

Date form completed:

This section should be used to record accounts of experience and letters of endorsement/reference. Experience obtained whilst doing voluntary work or as part of a recreational activity should be included. You may need to complete more than one form in order to include all experience.

Title of post or function:

Name and address of employer or organisation involved with:

Dates of employment or involvement:

Brief description of employer/organisation

Duties/functions:

Name and post of person(s) responsible to:

Include copies of letters of endorsement (if possible)

The units to which the experience listed above is deemed relevant:

Unit No:

Unit title:

**SECTION C**

INTERVIEW/ORAL ASSESSMENT – To be completed by the Assessor

Candidate's name:

Signature:

Interviewer's name:

Signature:

Date of interview:

1. List the units to which course/assessment/certificates are relevant:  
(Note: NVQ Database in College Office can be used for further information)

2. Comments on the usefulness of the course/certificates/experience for accreditation purposes (refer to relevance, recency, authenticity as appropriate).

3. Units of competences to be Accredited:

4. Competences successfully proved:

5. Student's comments:

6. Action Plan completed:

YES NO