Annex R: Accreditation of Prior Learning (APL)

Appendix A

Membership and Terms of Reference of the Accreditation of Prior Learning (APL) Board

Membership of the APL Board

Chair (Dean – to rotate annually between the three Faculties)
Head of EMS
Head of Quality Assurance
One Admissions Officer representative from each Faculty (or a nominated substitute) (N.B. there should be both undergraduate and postgraduate representatives included)
External Adviser to the APL Board, (nominated by the Board)

Total members including Admission Officer substitutes: 7
Permanent nominees can represent members listed above. If a nominee is to attend on behalf of a member, their name should be notified to the Secretary to the Board.

In attendance:
Secretary to the APL Board (appointed by the Academic Registrar)

At the first meeting of the APL Board membership must be agreed (including any nominees to attend on behalf of the above members). Any changes to membership must be agreed by the APL Board.

Terms of Reference of the APL Board

1. To monitor, review and record all decisions of the Faculties in relation to APEL and APCL, and consider them for consistency and in line with good practice.
2. To receive statistics on APL claims and decisions recorded by the University, to support monitoring and review.
3. To advise on decisions made by the Faculty Committees and provide guidelines for future decisions if appropriate (to ensure consistent decision making).
4. To review, enhance and monitor University of Kent policies in relation to APL, to consider them in respect of national policy changes in relation to APL and the credit framework. To consider any proposals for new processes that may be submitted to enhance policies and procedures in relation to APL.
5. To consider proposals and to offer advice and guidance on the recognition of awards and qualifications for direct entry into named programmes (sometimes known as APL protocols).
6. To consider training requirements of the University in relation to APL.
7. To undertake other responsibilities as may be determined from time to time.
The Board will normally be Chaired by a Dean of the Faculty (or his/her nominee) on an annual rotation. The Board will operate under a quorum of four members, and will meet a minimum of once a term. Additional meetings of the Board to be arranged if required.

N.B. The APL Board cannot overturn APL decisions retrospectively.