Annex R: Accreditation of Prior Experiential and Certificated Learning (APECL)

Appendix A

Membership and Terms of Reference of the Accreditation of Prior Experiential and Certificated Learning (APECL) Board

Membership of the APECL Board

Chair (Dean – to rotate annually between the three Faculties)
Head of EMS
Quality Assurance Office Manager
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 APECL 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 APECL Board (appointed by the Academic Registrar)

At the first meeting of the APECL 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 APECL Board.

Terms of Reference of the APECL 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 APECL 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 APECL, to consider them in respect of national policy changes in relation to APECL and the credit framework. To consider any proposals for new processes that may be submitted to enhance policies and procedures in relation to APECL.
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 APECL protocols).
6. To consider training requirements of the University in relation to APECL.
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 APECL Board cannot overturn APECL decisions retrospectively.