**Instructions for completion of an Application of Recognition for Accredited Learning (AL)**

The University defines Accredited Learning (AL) as “formal learning which has been assessed and carries credit”.

You should complete this form if you are:

1. applying to the University for the first time and you already have some AL which you have achieved at another institution and which you think could be recognised towards the programme you are applying for.
2. already registered on a programme at UWE and you are seeking recognition of some AL as part of an internal transfer. In this case the AL may have been achieved:
   1. at UWE (internal AL)
   2. externally (external AL)
   3. both at UWE and at another institution (both internal and external AL)

**PLEASE NOTE:** if you are seeking an internal transfer you will also need to complete a separate **internal transfer form**;

1. already registered on a programme at UWE and you now think you may have some AL which could be recognised against the programme on which you registered.

Section 5 of the form is for completion by University staff.

The amount of AL that can be recognised towards a UWE programme is governed by Academic Regulations and Procedures, section C12.

A Faculty AL Panel will determine whether or not your AL can be recognised, by matching the learning outcomes of your AL to the learning outcomes of the UWE module(s)/units of study that you want your AL to be recognised against.

Sources of information to help you complete this form:

*The University’s Admissions and International Development (AID)* Tel: 00 44 (0)117 328 3333; e-mail: [admissions@uwe.ac.uk](mailto:admissions@uwe.ac.uk)

[*Academic Regulations and Procedures*](http://www1.uwe.ac.uk/students/academicadvice/regulationsandprocedures.aspx),

[*Student Support Advisers*](http://www1.uwe.ac.uk/students/academicadvice/studentsupportadvisers.aspx)

**Advanced Entry (prior to entry)**

Applications and supporting evidence for advanced Entry should be emailed to the Admissions office:

[admissions@uwe.ac.uk](mailto:admissions@uwe.ac.uk)

If documents cannot be emailed, hard copies can be posted to:

Admissions Office

UWE, Frenchay Campus

Coldharbour Lane, Frenchay

Bristol BS16 1QY

In-year applications (already registered)

In-year applications should be emailed to the relevant Student Administration team:

[ace.sat@uwe.ac.uk](mailto:ace.sat@uwe.ac.uk) | [fbl.sat@uwe.ac.uk](mailto:fbl.sat@uwe.ac.uk) | [fet.sat@uwe.ac.uk](mailto:fet.sat@uwe.ac.uk) | [has.sat@uwe.ac.uk](mailto:has.sat@uwe.ac.uk)

If documents cannot be emailed, hard copies can be posted to:

Student Administration Team

Room 1A08/9, UWE, Frenchay Campus

Coldharbour Lane, Frenchay

Bristol BS16 1QY



**Reference Number:**

**Date:**

**Accredited Learning Application Form (AL)**

To be completed if you are applying to the University for the first time and you already have some AL which you have achieved at another institution which you think could be recognised towards the programme you are applying for, **or** if you are already registered on a programme at UWE and are seeking recognition of some AL as part of an internal transfer. If you need help see a student adviser.

A Faculty AL Panel will determine whether or not your AL can be recognised, by matching the learning outcomes of your AL to the learning outcomes of the UWE module(s)/units of study that you want your AL to be recognised against. The Faculty AL Panel will record the outcome of your application for the recognition for AL section 5.

**Section 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | |  |
| First Name(s) | |  | | | |  |
| Address: | |  | | | |  |
|  | |  | | | |  |
| Contact telephone number: | | |  | Email: |  |  |
| Application Number/Student Number ( as applicable): | | | |  | |  |
| Full title of the UWE programme and on which year you are currently or soon to be registered: | | | | | |  |
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**Section 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the institution(s) at which the prior learning and credits were achieved: | | | | | | |
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|  |  | | | | |  |
| Full title of the programme on which you were registered: | | | | | |  |
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|  | | | | |
| Attendance dates: | | | | | | |
| From: | | ……………………………………… |  | To: | ……… ……………………………….. |  |

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| **Section 3 (for external AL only)** |
| I attach copies of the syllabus details for each of the above together with a transcript or other authorised proof of successful completion [[1]](#footnote-1) (tick box)  (Note for accreditation of Initial Teacher Training degree/PGCE with Qualified Teacher Status, copies of both award certificates must be provided) |

**Section 4 Section 5 - To be completed by member of academic staff**

|  |  |  |
| --- | --- | --- |
| Please complete the following details, giving the full approved title of the module(s)/unit(s) of study passed that you wish to be considered for AL. |  | Please list below the UWE modules against which learning has been matched. These will appear on the student record as having been achieved by AL. Note that something more than listing the modules of the sending institution and the UWE module equivalents is required.  Some commentary with reference to the learning outcomes will be needed in order to provide an evidence base for the decisions being made.  Please refer to the notes of guidance: <https://intranet.uwe.ac.uk/sites/SAM/Pages/AL-Academic-Notes.aspx> |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Module/unit of study passed | Creditsvalue **(eg 10, 20, 30)** | Creditlevel **(eg 1, 2,**  **3, M)** | Date **Passed** | Results pending **Y/N** | **Can be recognised as AL Y/N** | **Module Code** | **Module title** | **Authorised signatory** |
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(More rows may be added as required)

Completed by (Student Name): ……………………………………………… Date: ………………………..

**Please return this application form by email as detailed on page 1 (using your UWE email address if you have one).**

|  |
| --- |
| **Academic Reviewer Comments** (rationale for supporting/rejecting AL claim; confirmation of documents reviewed - certificates of attainment, learning outcomes etc.; for learning that is more than five years old please confirm grounds for agreeing learning is sufficiently current).  Name of Academic Reviewer:………………………………………….. Date: ………………………………… |

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| **AL Panel Comments** (please ensure any comments are dated and initialled) |

1. **Failure to supply these details will cause a delay in the processing of your application** [↑](#footnote-ref-1)