

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:

- a) applying to study a University of the West of England (UWE) programme 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.
- b) already registered on a UWE programme and you are seeking recognition of some AL as part of an internal transfer. In this case the AL may have been achieved:
 - i) as part of a UWE programme (internal AL)
 - ii) externally (external AL)
 - iii) both as part of a UWE programme 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**;

- c) already registered on a UWE programme 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. See Section D6.

UWE 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:

Your local admissions support
[Academic Regulations and Procedures](#), Section D6
Your local student support advisor
UWE Partnerships team Partnerships@uwe.ac.uk

Advanced Entry (prior to entry)

Applications for advanced Entry should be sent to the Admissions office of the college to which you are applying.

In-year applications (already registered)

In-year applications should be sent to the Partnership Administration team, electronically to the following email address:

Partnerships.sat@uwe.ac.uk



Reference Number:
Date:

Accredited Learning Application Form (AL)

Section 1

Surname:
First Name(s)
Address:
Contact telephone number:
Email:
Application Number/Student Number (as applicable):
Name of Partner Institution (where you will study):
Full title of the UWE programme and on which year you are currently or soon to be registered:

Section 2

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

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 (tick box)

(Note for accreditation of Initial Teacher Training degree/PGCE with Qualified Teacher Status, copies of both award certificates must be provided)

1 Failure to supply these details will cause a delay in the processing of your application

Signed:
(by nominating member of staff)

Date:

Print Name:.....

Signed:
(by Chair of AL Committee)

Date:

Print Name:.....

The AL Panel can use this space to record any additional information/a summary of the supporting evidence if it so wishes: