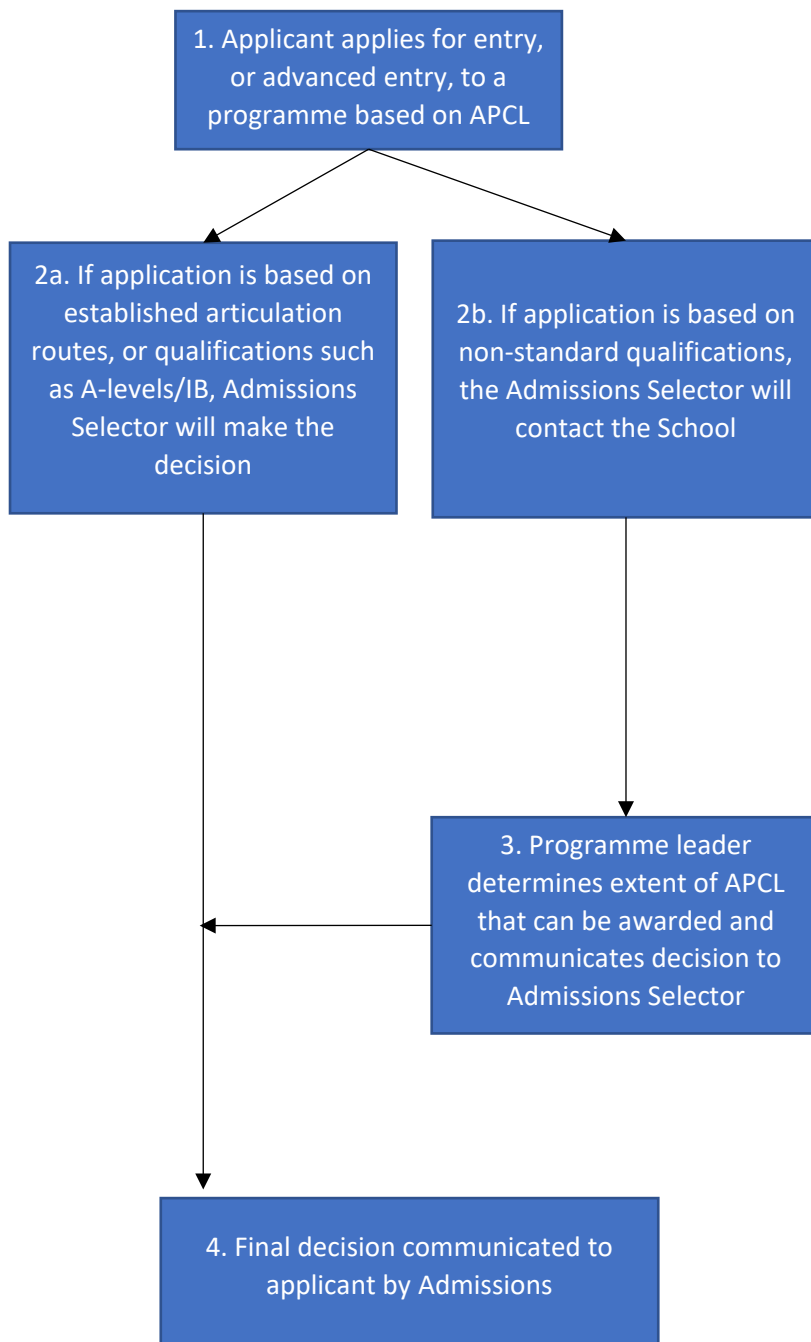


Appendix 1. Flowchart of APCL process



Notes

1. Informal discussions may take place prior to a formal application for admission
2. Admissions Selectors can make APCL decisions independently if the claim is based on well-established articulation routes or standard qualifications, such as excellent A-levels or IB. If the APCL application is dependent on non-standard qualifications, the admissions selector will refer the application to the School for the relevant programme leader to assess the application
3. Programme leader compares the Learning Outcomes of the qualifications the applicant has achieved with the Learning outcomes of the course(s) for which APCL is requested. A decision on whether APCL can be awarded will be communicated to the Admissions Selector.
4. Admissions will communicate the final decision regarding the APCL claim directly to the applicant. If decision is negative, the applicant will be given full reasons for the decision

Appendix 2. Flowchart of APEL process

	Notes
1. Applicant applies for entry, or advanced entry, to a programme based on APEL	1. Informal discussions may take place prior to a formal application for admission
2. Admissions selector contacts School	2. Admissions Selector refers application to the School. Relevant programme leader/coordinator will need to assess the application
3. Programme leader discusses extent of APEL requested with the applicant	3. Programme leader can make an initial assessment on the extent of APEL that may be applicable through early discussions
4. Programme leader outlines ILOs that need to be met and the evidence that is required	4. If initial discussions suggest claim is viable, applicant should be given course information, including ILOs, for courses for which APEL is requested
5. Applicant produces a portfolio of evidence to show how they meet the relevant ILOs. Applicant submits portfolio and pays fee	5. Discussions between programme leader and applicant will determine the type of evidence that is required. Fee is required on submission of portfolio for it to be considered by the School
6. Programme leader reviews the portfolio of evidence against the relevant ILOs. Additional info, which may include an oral or written assessment, may be required	6. Programme leader will need to consider whether the evidence provided shows the applicant has sufficient depth of understanding of essential material. This may require an oral or written assessment
7. School to inform Admissions of outcome. Final decision communicated to applicant by Admissions	7. If decision is negative, applicant must be given full reasons for decision and whether additional work could be done for a more successful application in future