



Procedure for Recognising Prior Learning and Claims for Exemption

Should a learner wish NALP to recognise prior learning that they have already gained in relation to a particular qualification they may apply directly to NALP or, if studying at an NALP approved centre, may apply via the centre once the prior learning has been established as being relevant to a claim for exemption.

APCL (Assessment of prior certified learning)

NALP recognises that some learners may have gained other qualifications that may justify the award of credits where the achievement consists of:

- Learning and achievement at the same or a higher level
- Learning that substantially maps (to a minimum of 75%) to the learning outcomes of the unit that is requested for exemption

Exemptions are automatically granted where evidence of achievement of the qualifications listed in the NALP Exemption Table can be successfully demonstrated.

Applicants should complete Exemptions Form A.

NALP will also consider other qualifications that are not listed in the Exemptions Table on a case by case basis. Applicants should complete Form B.

APEL (Assessment of prior experiential learning)

NALP recognises that many learners, particularly mature learners, enter study with an extensive range of expertise, skills and knowledge derived from a variety of professional, vocational, leisure and personal contexts. APEL provides learners with the opportunity to have their prior experiential learning assessed and included as part of their NALP qualifications.

Learners are required to fill Exemption form C and send it to the Exemptions Office at NALP.

The application form is checked to ensure that the information contained in it can allow the recognition process to be carried out. Receipt of the form is acknowledged within 5 working days along with any requests for further information.

All claims are taken on a case by case basis and are allied to individual achievements which relate to the learning outcomes for the qualification.

If a learner is making a claim for exemption that has already been successfully claimed in the past, the learner is automatically allowed to claim exemption from the unit in question. The outcome of a claim of this type will usually be communicated to the learner within 28 days of receipt.

If a learner is making a claim for an exemption that has not previously been claimed, research will be carried out to find out more information about the prior achievement and then check this thoroughly against the unit in question to ascertain the level of match between them. The prior achievement is also benchmarked against known units to ensure consistency with other decisions that have been made.

A judgement is then made about whether the prior achievement can be counted as an exemption from the unit, a record is kept of the decision to inform future claims.

The learner is informed of these sorts of judgements within an appropriate timescale. Due to the nature of these types of claims and the amount of information that may need to be checked, it is impossible to put an exact timescale on judgments. However, the learner will be informed of an expected timescale once the process is underway.

Once the learner is informed of the decision and can appeal if they wish. Appeals should be made in writing to the Chief Executive and a judgement will be made by the Chief Executive in conjunction with the Academic Board and the learner informed within 28 days.