

AP(E)L APPLICATION FORM

Partner Institution: South Essex College

Applicant Name:

Course/module applied for:

Date:

1) Description of student's learning:					
Dates credits achieved		Institution	Qualification <i>Level and course title</i>	Credit level (NQF)	Total NQF credits achieved <i>(in 15 credit increments)</i>
From	To				

Mapping of previous study against proposed exempted modules:					
Modules studied previously	NQF Level	credits	Modules for which exemption is requested	NQF level	credits

2) Accreditation of Prior Certificated Learning (APL)

Module title	Learning outcomes of previous study	Module title	Learning outcomes of proposed modules

(Please see the examples in the Appendix to this form)

Please confirm by ticking the box whether you have seen:

- all relevant certification:
- formal LO documentation from the previous institution:

Please confirm that the prior learning evidenced was taken within the last 5 years:

If the prior learning was not taken within the last 5 years, what is the justification for accepting the currency of learning? (eg. C.V. Personal Development Portfolio)

3) Accreditation of Prior Experiential Learning (APEL):

Please list the evidence supplied (e.g. portfolio. C.V. etc.)

4) AP(E)L Assessor comments/recommendations:

Partner Institution AP(E)L Assessor: **Date:**

Name:

Title:

Partner Institution Approval: **Date:**

Name:

Title:

Open University Approval: **Date:**

Name:

Title: Dean of Academic Partnerships

Appendix - Examples of the mapping of the learning outcomes of modules showing the level of detail required in part 2 of this form.

Example

Module title, level & credits	Learning outcomes of previous study	Module title, level & credits	Learning outcomes of proposed modules
Introduction to Business Studies L6 20 credits	<ol style="list-style-type: none"> 1. Recognise the diversity of approaches to management and managing; and contrast different theories of management 2. Understand the organisational contexts within which the manager operates 3. Understand marketing, financial and human resource management functions 4. Understand the activities, techniques and objectives that characterize the main functions of management 	Business Finance L6 20 credits	<ol style="list-style-type: none"> 1. Understand the process of company accounts preparation. 2. Explain the influence and purpose of accounting standards and legislation on the preparation of published financial statements. 3. Examine costing systems. Absorption costing and overheads and the potential benefits of Activity Based Costing. 4. Understand the use of marginal costing for short term decision making. 5. Recognise the utility of break-even charts and profit volume graphs.
Equivalence approved?			
Introduction to Marketing L6 10 credits	<ol style="list-style-type: none"> 1. Understand the role of market research in the formulation of product, distributional or promotional decisions, in business organisation. 2. Segment markets and make appropriate targeting decisions. 3. Use the marketing mix to devise a promotional plan for a good or service. 4. Evaluate marketing strategies. 5. Formulate a marketing strategy for a product or service. 	Fundamentals of Marketing L6 10 credits	<ol style="list-style-type: none"> 1. Describe how the Marketing environment affects a firm's strategy 2. Identify influences on consumer behaviour 3. Understand the concepts of segmentation, targeting and positioning 4. Analyse the marketing mix 5. Describe the role of marketing within service firms
Equivalence approved?			
Introduction to Human Resources L6 30 credits	<ol style="list-style-type: none"> 1. Be aware of the main areas of HR knowledge-at an outline level. Link as relevant with OB issues including motivation/ leadership/culture /control. 2. Have evolved an awareness of issues central to the efficiency of the HR function, including recruitment, selection, induction and release of staff. 3. Be able to define, explain and discuss organisational structures and relative theories 4. Demonstrate a broad understanding of management skills and the relevant theories. 5. Demonstrate a basic understanding of employment law 	Human Resource Management L6 30 credits	<ol style="list-style-type: none"> 1. Identify job requirements, develop job descriptions and recommend job qualifications 2. Outline and understand the recruitment and selection process by assessing various tools including testing, application blanks, interviews, references and resumes 3. Understand major laws affecting personnel practice 4. Distinguish between various compensation programs and rate different incentive plans as motivations in particular situations 5. Formulate simple programs of policies and guidelines for motivation of employees, effective communications and safety concerns 6. Discuss the importance of socialisation process in developing a dedicated, loyal, productive employee; and develop a process to bring it about, including the essentials of employee training and development
Equivalence approved?			