# Appendix C: APEL Application Form

Please make sure you have read and fully understood the Student Guidance Notes and spoken to an APEL Adviser **before** completing this form and your portfolio of Evidence. College staff are available to help you.

|  |  |
| --- | --- |
| PART 1: PERSONAL INFORMATION | |
| Surname: |  |
| Forename(s): |  |
| Title: |  |
| Date of Birth: |  |
| Student ID (if applicable) |  |
| If you have already submitted an Application for full-time study via UCAS, please insert your UCAS number here: | |
| Contact Details Home Address:  Postcode: | |
| Telephone Number(s) Home:  Work:  Mobile  Email address: | |
| Employer Name and Address: | |

PART 2: PROPOSED COURSE OF STUDY

Course Title:

Mode of attendance: FT/PT

|  |  |  |
| --- | --- | --- |
| Please tick the level of APEL for which you are applying: | | |
| (i) | Entry |  |
| (ii) | On-course Exemption – please list the module(s) for |  |
|  | which you are seeking exemption. |
|  | 1. |
|  | 2. |
|  | 3. |
|  | 4. |
|  | 5. |
|  | 6. |
| (iii) | Both Entry and On-Course Exemption |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PART 3: OUTLINE OF APEL CLAIM | | |  | |
| I enclose the following documentation: | | |
| (i) | APEL Application Form |  |
| (ii) | Portfolio |  |
| Signature | | Date: | |

* **Please return this form and evidence to the APEL Adviser**

Outcome of Claim – Official Use only

To be completed by APEL Assessment Panel Chair

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Candidate: | |  | |
| Course Applied for: | |  | |
|  | | | Please **✓** | |
| Decision: | Insufficient Evidence – refer back to applicant | |  | |
|  | Application approved | |  | |
|  | Application not approved | |  | |
| Comments: |  | | | |

|  |  |  |
| --- | --- | --- |
| Entry to HE Course |  | |
| Details of Exemption to be awarded |  | |
| Signature (APEL  adviser) |  | |
| Signature (Curriculum Manager) |  | |
| Signature (Quality Representative) |  | |
| Outcome reported to candidate | | Date: |
| Information reported to Course Committee | | Date: |
| Decision and Detail Recorded on Database | | Date: |