



CAMBRIDGE ACADEMY OF
DENTAL IMPLANTOLOGY

Approved Prior Learning
Postgraduate Diploma (PG Dip)
Dental Implantology

Cambridge Academy of Dental Implantology

This program may admit a student to the beginning of a course, or with advanced standing beyond the beginning of a course, through an assessment of that student's prior learning. The process for making such a decision is known as the Accreditation of Prior Learning (APL).

1. Definitions

We adopt the definitions set out below: -

Accreditation of Prior Learning (APL) – a process for assessing and, as appropriate, recognising prior experiential learning or prior certificated learning for academic purposes. This recognition may lead to credits that can be counted towards the completion of the course and the award associated with it – i.e. admission with advanced standing.

Accreditation of Prior Certificated Learning (APCL) – a subset of APL – a process through which previously assessed and certificated learning is considered and, as appropriate, recognised for academic purposes.

Accreditation of Prior Experiential Learning (APEL) – a subset of APL – a process through which learning achieved outside education or training systems is assessed and, as appropriate, recognised for academic purposes.

Recognition (of learning) – a process that acknowledges and establishes that appropriate learning has taken place and can be assessed to have done so.

Advanced Standing – the term used to describe the admission of a student beyond the beginning of a course.

2. Principles

2.1 The decisions that we make regarding APL are a matter of academic judgement. Our decision making process and outcomes are transparent and demonstrably rigorous and fair.

2.2 The credit limit for advanced standing with APL is two thirds of the total credits required for the PGDip award.

2.3 Where cohorts or students are to be admitted with advanced standing on a regular basis, the arrangement is to be subject to an Articulation (Advanced Standing) Agreement.

2.4 APL will be clearly identified on students' transcripts.

2.5 We ensure that we provide clear and accessible information for applicants, academic staff and examiners about our APL procedures. We take care to ensure that the information to students is equally accessible to all groups of applicants. If APL credit approved for entry to PGDip is greater than one third of the total credit required for the PGDip, no exit award (i.e. PGCert) can be given if the student fails to complete the PGDip.

- 2.6 We ensure that we give clear guidance to applicants on the timescale for considering APL claims and providing the outcomes.
- 2.7 We make sure that the range and form(s) of evidence used to substantiate an APL claim – together with the assessments utilised to consider those claims – are clearly set out to students.
- 2.8 Appropriate arrangements are in place to support applicants submitting claims for APL and to provide feedback to applicants on those decisions.
- 2.9 The criteria used in judging a claim for APL are made explicit to applicants, academic staff and examiners.
- 2.10 All staff associated with APL have their roles clearly and explicitly defined.
- 2.11 External examiners are informed about our APL procedures and may be involved in sampling assessments that contribute to the final award.
- 2.12 The authority and responsibility for making and verifying decisions about APL lies with the Course Director.
- 2.13 APL procedures are subject to interim and periodic course monitoring and may be a topic at Periodic Academy Review (PAR). The level of monitoring is consistent with the importance of APL within our particular context.

3. APL for admission with Advanced Standing

- 3.1 Admission requirements for the course are published on the program website.
- 3.2 Applicants may be admitted with credit for specific modules, levels or stages within the course that they wish to study. Credit can be granted on the basis of prior study (APCL) or experiential learning (APEL) and is normally granted in respect of specific modules.
- 3.3 An applicant has to demonstrate that the relevant course and module learning outcomes have been reasonably met. Where credit is sought for an entire level or stage of a course, then the applicant should demonstrate that the level/interim stage learning outcomes have also been reasonably met.
- 3.4 If students with a particular prior qualification are to be admitted regularly with a standard amount of credit, this is included in the course specification. Where the qualification is offered by another institution in the UK or overseas, an Advanced Standing Agreement between ourselves and the institution will cover the arrangement.
- 3.5 In order to admit students from another institution on a regular basis, we undertake a mapping exercise to determine an appropriate match between the two courses.
- 3.6 In the case of recognised national awards with broadly standard curricula (either UK based or overseas) it may be possible for the award rather than each course itself to be recognised for advanced standing

4. Timings

Once all required evidence has been provided, decisions on APL and APEL applications are made within a maximum of 28 days. Applicants must provide any requested evidence within 14 days.

5. The APL application process

5.1 APL and APEL submissions are made on the online application form during the application process. Only under exceptional circumstances may applications be made after the start of a course.

5.2 Details on the prior learning will be provided by the applicant on the online application form.

5.3 Following application the Admissions Officer will contact the applicant to request necessary evidence. Evidence may consist of qualification certificates, student transcripts, course curriculum, confirmation letter from prior training program director etc. The nature of the evidence required will be dependant on the nature of the prior training claimed against.

5.4 The Course Director will inform the Admissions Office of the list of required evidence.

5.5 Evidence must be submitted by the applicant within 14 days of the request. An offer of a place (if made) may be withdrawn if evidence is not submitted within this time frame.

5.6 Prior training must have been completed within **5 years** from the **start date** of the course applied for. Prior training completed more than 5 years from the start date of the course applied for will be not eligible for APL exemptions.

5.7 Final decisions on APL applications are made by the Course Director. APL applications are assessed by either the Course Director or the Admissions Officer. The External Examiner may be consulted during this process.

5.8 Decisions will be relayed back to the course applicant within 28 days of receipt of all requested evidence.

5.9 The applicant will be informed of what exemptions, if any, would be given under the APL process. This may or may not include course fee reductions. If the cost of the subsequent course is reduced the applicant will be informed of the final cost.

5.9 If an APL application has been refused, details on the reasoning behind the decision will be relayed to the applicant.

5.10 An appeal against an APL decision may be made by the applicant within 14 days of the applicant's receipt of the decision.

5.11 If an applicant is not offered a place, the prior formal training may be resubmitted at a later date, on condition that all APL requirements (including the 5 year time limit) are met. An APL resubmit may only be made on one further occasion.

- 5.12 Only qualifications that have been completed and passed will be considered as APCL.
- 5.13 Normally only Level 7 qualifications will be considered as appropriate prior training for an APCL application. Individual components of a failed qualification will not be considered.

6 The decision making process

6.1 The decision to admit a student with advanced standing will ultimately rest with the course leader.

6.2 Advanced standing decisions are reported to the external examiner and the chair of the Board of Examiners as soon as possible after the decision has been made. The external examiner would not normally be expected to moderate the APL claim but may do so if they so wish, at levels that contribute to the final award. Formally, the decision would not be ratified until a meeting of the Board of Examiners but provided that the approved procedures have been followed, a Board should not overturn the provisional decision.

6.3 The criteria used when judging an advanced standing claim are those normally applied to the module or level (the interim award Learning Outcomes). These criteria can be found in the Course Specification, which can be accessed on the course website.

6.4 Applicants will normally receive a communication setting out the outcomes of their APL claim within two weeks of the decision being taken. An applicant will be given the right to resubmit their claim on one further occasion.

7. Credit limits

7.1 The minimum credit limit for a claim for APL is one module. APL exemptions cannot be given for parts of a module.

7.2 The maximum credit limit is two thirds of the total credits required for the course award.

7.3 Prior learning will only remain current for a period of 5 years from completion of the prior learning.

8. Grading

8.1 Where a student is admitted via an APL exemption with advanced standing for previous certificated study (APCL), they will not be graded for the exempted modules.

8.2 Because an APL claim cannot be graded, the learning will not contribute to the calculations of the overall level aggregate for that student and therefore will not count to the overall classification.

The course leader will make an applicant aware of any limitations on progression, obtaining an interim award, and/or the range of grades or classifications available to them before the student formally accepts the APL credits.

9 Transcripts

9.1 Each student receives an academic transcript. The amount of outstanding credit on the transcript is adjusted for each individual to reflect the APL assigned.

10. The role of the external examiner

10.1 The external examiner will receive the course team's advanced standing documentation on appointment and will be provided with an overview of the requirements at induction. The external examiner will have the opportunity to agree with the course team the extent of their involvement with the advanced standing process. The extent of their involvement is likely to reflect the importance of advanced standing within the course.

10.2 The external examiner will be informed of advanced standing decisions and has the right to be provided with full documentation for any advanced standing decisions taken in the academic year if they so request.

10.3 The external examiner will not be expected to moderate advanced standing claims but may – from time to time – wish to sample one or two APL decisions at levels that contribute to the final award.

10.4 The external examiner has an opportunity to report on their experience of the advanced standing procedure in their annual report.

11. Annual reporting

11.1 The course team will monitor the effectiveness of its advanced standing procedures at periodic course review.

11.2 In such cases, as well as evaluating staff reflections on the advanced standing process, the course team is expected to collect, consider and act upon feedback from applicants who have made a claim for advanced standing. A course team should also have mechanisms for tracking and monitoring the progress and performance of applicants who have made a successful claim for advanced standing, including in relation to other applicants who have not made similar claims for accreditation.

12. Approved Prior Experiential Learning (APEL) submissions

12.1 Applicants may apply for exemption from carrying out some or all of the clinical case requirements under the direct supervision of an Accredited Clinical Mentor under the APEL procedures.

12.2 If an applicant has completed 20 implant cases within the previous 5 years the applicant may apply for exemption from direct mentoring in the clinical cases requirement.

12.3 If making such an APEL submission the applicant must submit a Log of Qualifying Cases. A Log of Qualifying Cases form will be provided to the applicant in electronic format. This must be returned within 14 days.

12.4 The Log of Qualifying cases must detail the patient's initials (all logs must be anonymised), the dates of treatment, details of the treatment provided and a reflective commentary on each case.

12.5 Upon receipt of the Log of Qualifying Cases, the Course Director will select 5 cases for the accuracy moderation process. The applicant will be asked to submit copies of the redacted clinical records for each of these 5 sample cases. If the applicant does not submit the requested evidence for the sample cases within 14 days the APEL exemption submission may be refused.

12.6 The external examiner and Board of Examiners may verify the decisions taken.

12.7 Submitted cases must be entirely the applicants own work.

12.9 In determining the nature of the evidence and its assessment we will consider the following criteria:

- a. Acceptability – is there an appropriate match between the evidence presented and the learning being demonstrated? Is the evidence valid and reliable?
- b. Sufficiency – is there sufficient evidence to demonstrate fully the achievement of the learning claimed?
- c. Authenticity – is the evidence clearly related to the applicant's own efforts and achievements?
- d. Currency – does the evidence relate to current practice and/or learning