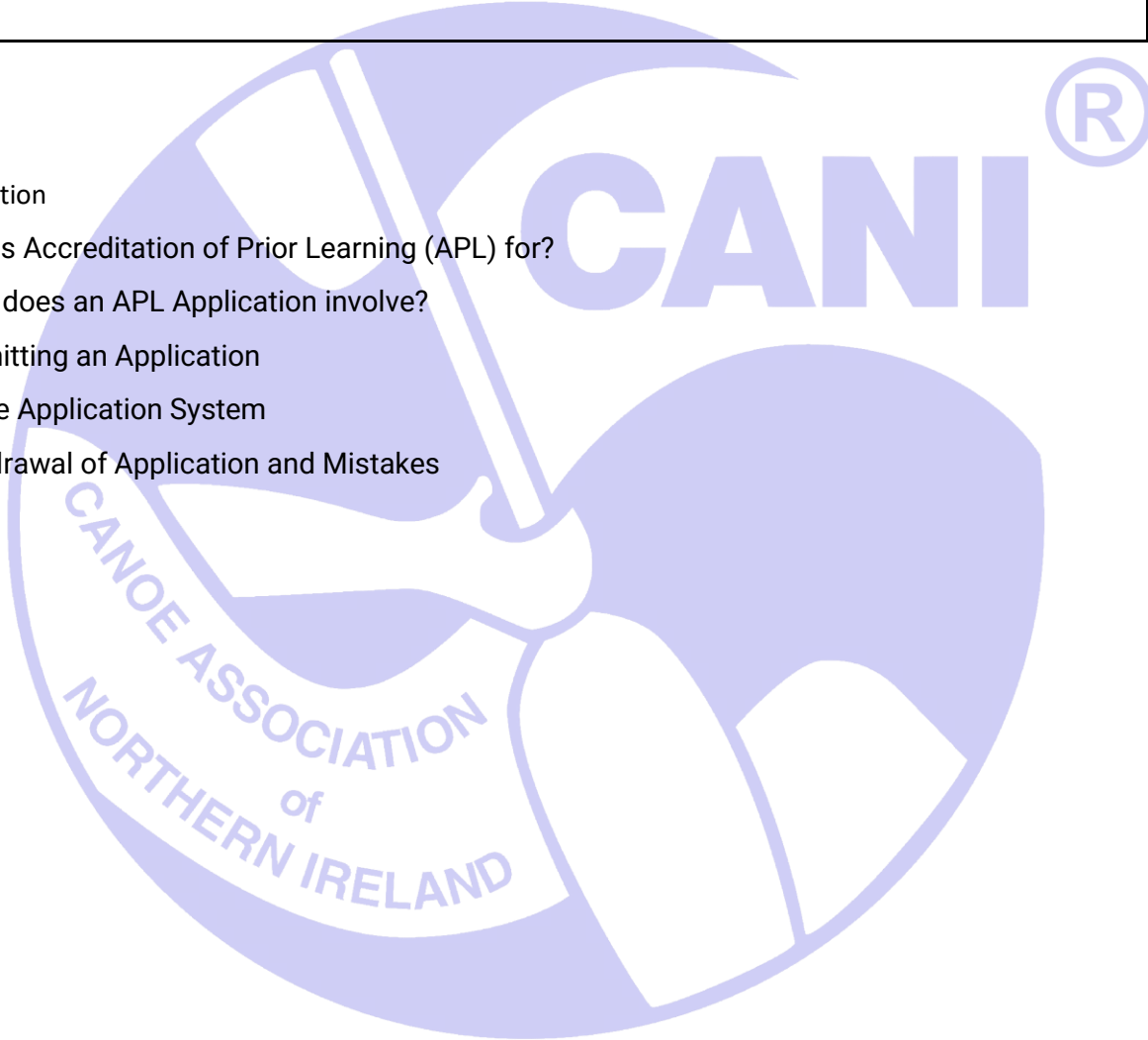


# **The Canoe Association of Northern Ireland Accredited Prior Learning Guidance**

Purpose of policy: This document provides guidance to candidates who wish to apply for Accredited Prior Learning as part of working towards a British Canoeing Awarding Body qualification.

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## Introduction

CANI recognises that many learners may have relevant experiences and qualifications from other sports, work and qualifications from other training providers.

We aim to recognise your experience through the Accredited Prior Learning (APL) service. Some of these have already been mapped by British Canoeing Awarding Body and can be found in Appendix 1.

The Accredited Prior Learning service will consider other nationally recognised, professional awards and will recognise training and assessment schemes other than its own where they are identifiable as being of equal or higher standard.

Examples of qualifications which may form pathways into current Awards include:

- Awards from previous schemes
- Awards from other sports
- Awards from other countries
- HE / FE Qualifications in a relevant subject area
- Experience gained through work or volunteering in the sector/area
- This service is free to National Association members.

The following guidance is for CANI Members. If you are a member of British Canoeing England, Canoe Wales or Scottish Canoe Association, please contact your National Association.

## Who is Accreditation of Prior Learning (APL) for?

APL can benefit:

- Individuals looking for recognised credit for entry to a programme at higher education level; for example, direct entry to a Performance Coach Award
- Learners who may have withdrawn from a programme prior to completion and who wish to count that learning towards another award. For example, attending Sea Kayak Coach Training but wanting to pursue a SUP Open Water Coach Assessment.

The CANI staff team will support you through the APL process by:

- Introducing you to the APL Guidelines specific to the relevant subject area.
- Building your confidence as a learner through identifying your strengths and skills.

- Advising you on how to prepare your Evidence of Learning and select suitable referees.

## What does an APL Application involve?

APL is about getting evidence and explaining how it allows you to meet the knowledge and skill requirements for a course of study. This means that you must reflect on that experience and on the learning that you have already achieved as a result. Before you go through the APL process, there is an important guiding principle you should remember. It is what you have learned that is being recognised, not what you have done.

For example, two people might have the same experience through doing identical courses but one might have learned much more from the task(s) involved than the other. People who have learned something are able to use that learning to help them in other related situations. Therefore, you need to provide evidence of what you have learned from your experiences, not just describe what you've done. This involves reflecting on your experiences and drawing out from them that you have learned, then writing this down and talking about it with your mentor or one of your referee's. The writing and the talk will help to provide the evidence you need.

- Stage 1: Consider your learning to date and how it meets the requirements of the award you want to achieve.
- Stage 2: Discuss your application with your mentor, referee or a coaching advisor.
- Stage 3: Pull together your evidence, your reflective statement, copies of certifications, contact details of your referees (one of whom must be qualified to assess the award you're trying to achieve)
- Stage 4: Complete the application.
- Stage 5: APL outcome given within 14 working days or a request for more information.
- Stage 6: Book on relevant training or assessment

If your application is not successful, you are eligible to submit a new application with more evidence or you have the right to appeal. Please see the Appeals Procedure for further information.

Tip: BCAB Coaching Qualifications are registered on the Ofqual framework. You cannot apply for APL where certifications are below the level of the BCAB Award.

For example,

You cannot use an NVQ Level 3 in Sport Coaching to apply for APL for the BCAB Performance Coach as it is Level 4.

## Submitting an Application

A fully completed Electronic Application Form is required. Incomplete but submitted forms will be returned to the draft state and applicants asked to fully complete prior to resubmission.

The application form must provide clear evidence of attainment and professional assessment of the skills contained within the award against which Accredited Prior Learning is sought.

The appropriate Award Syllabus, prerequisites and structure should be used to assist in the writing of the application. Where possible, the Award held, and the Award should be matched up. Copies of the syllabi can be downloaded from the British Canoeing Awarding Body website.

### **Referees**

You may find that a Referee could help your application. Referees can provide evidence of your experience. They can also help give context to awards or qualifications you have gained outside of the UK and be particularly useful if the qualification was written in other languages.

Referees should be individuals who know you reasonably well, in a capacity which enables them to give you a meaningful reference. They should provide an honest and positive reference, in the context of the application. If using a referee to provide evidence of your experience then holding BCAB qualifications in the same discipline and environment, you are trying to achieve will enable them to provide a reference in context. You should speak to them before submitting the application to ensure that they are happy to be a referee and that they feel they are able to verify the experience as detailed in the application.

***Note: referees should not be close friends or family.***

### **Supporting Evidence**

Where relevant applicants are also required to submit:


- Copies of certificates for existing qualifications and awards. Where the application includes details of awards held with other organisations copies/scans of certificates should be included. An applicant wishing to use an award from another country or National Governing Body (NGB) must also provide a copy of the syllabus in English.

- Current Logbook. Where a Logbook provides evidence of current activity and working to the level required, preferably under conditions relevant to paddlesport coaching in the United Kingdom, a copy must be submitted with the application form.

## Online Application System

### Step 1

Log into the CANI JustGo system. This can be reached by visiting [cani.org.uk](http://cani.org.uk) and clicking 'Login' on the top right-hand corner. Your username for the system will most likely be your email address or membership number.

A dark blue rectangular button with the text 'Log In' in white, centered.

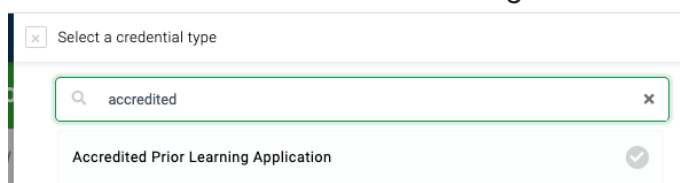
### Step 2

Once logged in, please click on "My Profile" on the top menu bar, then click on Credentials then Add Credentials.



### Step 3

Search for Accredited Prior Learning and click the tick

A search interface showing a dropdown menu with the text 'Select a credential type'. Below it is a search input field containing the word 'accredited'. A search result is displayed below the input field: 'Accredited Prior Learning Application' with a checkmark icon to its right.

### Step 4

Complete the application, including uploading any relevant evidence. Please answer all questions as fully as possible. Please do not assume that the reader knows you. Incomplete but submitted forms will be returned to the draft state and applicants asked to fully complete prior to resubmission.

### Step 5

Your application will then be reviewed by the CANI staff member who will check everything is correct and contact your referees. Once your referees have replied, it is then passed on for approval. Outcomes should be confirmed within 14 working days.

## Withdrawal of Application and Mistakes

Once an application has been submitted, any changes need to be carried out by CANI. These should be emailed to [office@cani.org.uk](mailto:office@cani.org.uk) detailing the Registration ID, your membership number and the issue to be resolved.

