

BRITISH CANOEING AWARDING BODY ACCREDITED PRIOR LEARNING (APL)

GUIDANCE NOTES

It is recognised that many aspirant instructors, coaches and leaders who want to gain a British Canoeing Awarding Body Qualification or Award may bring relevant experiences and qualifications to their role from other sports, countries and learning opportunities. These may be supported through the Accredited Prior Learning (APL) service.

The APL service will consider other nationally recognised professional awards and will recognise other 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
- Gained on-the-job experience

The APL Service is free to National Association members. For non-members, a fee of £25 is payable. This fee is non-refundable for unsuccessful applications.

SUBMITTING AN APL APPLICATION

Applications should be submitted to the relevant Delivery Centre via the Membership Portal.

The application must provide clear evidence of attainment and professional assessment of the skills contained within the award against which APL 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 BCAB website.

For some applications it may be deemed necessary to seek further insight into relevant content. In such cases, the Delivery Centre will be required to contact two named referees.

Referees should be individuals who know the applicant reasonably well in a capacity which enables them to give a meaningful reference. They should provide an honest and positive reference, in the context of the application. Where possible, one of the referees should be a current Coach Educator or National Trainer (or equivalent) and able to testify to the applicant's experience.

Alternatively, the referees should have a verifiable understanding of both the qualification/award the applicant aims to achieve and the prerequisites that APL is sought against.

Once an applicant has selected their referees, they should speak to them before submitting the application to ensure that they are happy to be a referee and that they feel able to verify the experience as detailed in the application.

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, or achieved through a delivery centre other than that with which your membership is held, copies/scans of certificates should be included.

An applicant wishing to APL 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, a copy must be submitted.

- **Payment**

For applicants who do not hold National Association membership, a £25 payment must be submitted to the relevant Delivery Centre.

INTERNAL PROCESS

Submitted applications are dated and forwarded to the APL Coordinator. The evidence is reviewed and the applicant is notified of the result within two weeks of the APL submission.

POSSIBLE OUTCOMES

Where the application provides sufficient verifiable evidence to show prior learning at or above the relevant level, APL may be awarded.

Where there is insufficient evidence to support equivalency, the application APL will be declined.

Important note: The APL process **does not** grant awards. Where an applicant wishes to achieve an award, they may be granted APL for the training but will need to complete the assessment in order to obtain certification.

APPEALS PROCEDURE

An applicant may appeal the APL decision. In such cases, a written appeal should be forwarded to the relevant Delivery Centre with a fee of £50. If the appeal is upheld, the fee will be refunded.

Should an appeal to the Delivery Centre be unsuccessful, an applicant may appeal further to the British Canoeing Awarding Body (BCAB). Applications submitted to the BCAB must include the following:

- Correspondence from the Delivery Centre detailing the reason(s) the APL application has been declined;
- The reason(s) for challenging the decision;
- Payment of £50.

For an appeal on a Delivery Centre decision, please send to:

The Responsible Officer
British Canoeing Awarding Body
National Water Sports Centre
Adbolton Lane
Holme Pierrepont
Nottingham NG12 2LU

Email: enquiries@britishcanoeingawarding.org.uk
Tel: 0115 896 8839