

Academic Policy A06

Accreditation of Prior Learning (APL)

1. Policy Statement

This policy sets out the framework under which SAE Institute will recognise the prior learning of a prospective student for the purposes of granting credit for a module within a programme. The prior learning will be reviewed based on demonstrable evidence to ensure credit granted meets equivalent content and learning outcomes of a particular module or group of modules.

2. Purpose

SAE Institute maintains the integrity of academic programmes and assures the academic standards and reputation of its awards.

The purpose of this policy is to provide a transparent, reliable and practicable framework for accreditation of prior learning for applicants to SAE programmes.

3. Scope

This policy applies to applicants to programmes conducted by SAE Institute Amman and associated territories. This policy is applicable to all applicants, irrespective of their place of residence, campus or mode of study.

Where a student transfers from another jurisdiction the student must comply with the jurisdiction to which they have transferred.

4. Associated Policies and Procedures

This policy should be read in conjunction with:

- A05 Student Selection and Admission Policy.

5. Policy

SAE Institute recognises and values the importance of lifelong learning and student mobility within Higher Education through the accreditation of prior learning. SAE determines eligibility for credit in the course of normal admission procedures, prior to programme commencement. Students applying for credit must provide sufficient and credible evidence to enable appropriate and reliable assessment of relevant prior learning.

5.1. Application of Credit

SAE Institute may recommend the award specific credit, in terms of currency, content and level of an applicant's previous studies. Specific credit is applied to grant exception or advanced standing against specific learning outcomes of a programme module. Under this provision credit is granted supported by evidence of certificated or experiential learning.

Accreditation of prior certificated learning (APCL)

Certificated learning includes any study completion leading to the award of academic credit and/or qualifications by a recognised awarding body such a University.

Accreditation of prior experiential learning (APEL)

Experiential learning is the provision of evidence of learning, which can be associated with work-based experience, life experience, self-directed learning, non-accredited professional development programmes

Applications for credit will be considered by the Academic Manager on an individual basis. The Academic Manager will make recommendations to the SAE Programme Accreditation Board who will approve credit.

5.2. Accreditation of Prior Certified Learning

Applicants who hold a qualification from another accredited institution, or who have formally completed components of another qualification, must submit certified evidence of those achievements to the Institute. Recognition of certified credit will be guided by the levels provided by the Ministry of Higher Education.

Applications for specific credit with certificated prior learning must be reviewed by the Academic Manager (AM). The AM will assess claims for credit in relation to the learning outcomes for a specific module or set of modules and make recommendation to the SAE Programme Accreditation Board.

5.3. Accreditation of Prior Experiential Learning

Applicants who wish to be considered for credit based on experiential learning should make this clear as part of their application process. Applicants who seek credit for industry or other relevant experience related to the applied programme must submit a reflective report on their learning experiences, CV and any other evidence to support claimed experiential learning. Other evidence may include employer references and industry figures, a comprehensive portfolio of work or list of professional activities. It is the responsibility of the applicant to provide demonstrable evidence of their learning experience, however the Institute will provide guidance and support.

The applicant may be assisted in seeking credit by attending an interview with the AM before a final determination is made. The AM will consider whether the applicant has provided sufficient, valid and reliable evidence which demonstrates the skills, knowledge and understanding required to meet (some or all of) the learning outcomes. The AM will recommend credit against a specific module or set of modules.

The AM's recommendation must be approved by the SAE Programme Accreditation Board.

5.4. Credit granted for internal SAE Institute transfers

Credit may be granted for applicants with previous SAE Institute studies. This provision applies to former SAE students who ceased studies and treated under the specific credit provisions in 6.2. This provision does not apply to current students transferring campus.

5.5. Withdrawal of Credit

The Institute reserves the right to withdraw credit where either:

- a) an error has been made in assessing an application; or
- b) false or misleading information has been provided by the applicant

Where either of the above occurs, the Admissions Office will immediately notify the applicant in writing (normally via email). Where a change is made to a provision of these regulations, or where a precedent or planned articulation is reviewed and changed, credit already granted will not be withdrawn.

6. Implementation

The SAE Programme Accreditation Board is established under the provisions of the SAE Institute Amman Campus Guide 2023/2024.

The SAE Programme Accreditation Board is constituted as follows:

- Academic Manager, who is appointed by the regional dean.
- SAE Amman Heads of Departments (HoDs)
- Head of board, who is appointed by the Academic Manager
- Board work verifier, who is appointed by the Academic Manager

The SAE Programme Accreditation Board will grant credit using the laws of the Ministry of Higher Education.

The Chair of the SAE Programme Accreditation Board will:

1. Provide the Assessment Board all details of credit granted to students; and
2. Provide a report annually on APL through the Annual Monitoring Review process.

8. Appeals

Any student who is dissatisfied with the outcome of a review of a credit decision may appeal to the Academic Leadership Committee. Refer to the Academic Grievance Policy, A07.

9. Records

13 July 2007 policy implemented (Approved Academic Board)

9 September 2009 policy amendment (Approved by Chair Academic Board)

15 February 2011 policy approved (by the CEO & Managing Director)

28 February 2011 policy approved (by the CEO & Managing Director)

1 January 2015 Policy reviewed by Validation Panel

24 February 2015 Policy approved by Dean, SAE Europe

Last Review: 31 March 2016

Policy Review Date: 27 February 2025

New Review Date: September 2025

Policy A06 Appendix: Accreditation of Prior Learning Procedure

The Academic Manager is responsible for implementing the provisions of A05 Student Selection and Admission Policy and A06 Accreditation of Prior Learning (APL) and ensuring that applications are dealt with fairness, timeliness and accuracy and in accordance with approved SAE Institute admissions criteria.

Where an applicant wishes to claim credits for prior learning, a portfolio must be submitted containing the following components for either:

- 1) Certificated Prior Learning Documentation of academic achievements e.g. Diploma Supplements, transcripts, document outlining learning outcomes, national level descriptors. All documents must be in English or translated into English by an accredited translation service;
- 2) Experiential Prior Learning Reflective report on learning experience (maximum of 1000 words); record of time spent learning; reference letters to support claim; any additional evidence;

Where Experiential Prior Learning is being considered, the applicant may also be invited to attend an interview.

The Academic Manager and admissions team will map the applicant's learning outcomes against a specific module's learning outcomes and content and make a recommendation to the SAE Programme Accreditation Board. Only learning outcomes, which are relevant to the programme of study applied for will be considered for credit.

The Admissions office will facilitate the provision of feedback to all applicants in line with the standard admissions procedures.

Credits must be claimed within 5 years of approval. Where credit has been previously granted towards a qualification (either internally or by another provider), that credit cannot be re-used in order to claim further credit towards SAE Institute's programmes.

Where a module is granted credit recognition the diploma supplement will record the grade code as Accreditation of Prior Learning.