



# Accredited Prior Learning



## Paddles Up Training Accredited Prior Learning

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## Introduction

At Paddles Up Training we recognised 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 here:

<https://paddlesuptraining.com/safety-and-navigation-awards-equivalencies/>

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 British Canoeing Members. If you are a member of Canoe Wales, the Scottish Canoe Association or Canoe Association of Northern Ireland, 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.
- Individuals looking for recognised credit for entry to a programme at the same education level: for example, A Slalom Kayak Coach who wants to pursue Advanced White Water Kayak Coach Assessment.
- Learners who may have withdrawn from a programme prior to completion and who wish to count that learning towards another award.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 Paddles Up Training Customer Service 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 if required help you select suitable referees.

## What does an APL Application involve?

An APL Application is about gathering 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 your 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 what 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's Coaching to apply for APL for the BCAB Performance Coach as it is Level 4.

## Submitting an Application

### The main application

A fully completed 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.

Applicants should expect to provide written information around their experience and what they are applying for and how their experience meets the criteria of the awards they intend to gain. In many cases we find that applications of less than 200 words per element of the application lead to delays while we seek further information.

### Referees

You may find that a Referee could help your application. Referees can help 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, them 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

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 uploaded. An applicant wishing to use an award from another country, National Federation or National Governing Body (NGB) must also provide a copy of the syllabus in English.

Tip: for certifications that list units on separate pages please ensure you include all pages on submission. Please also ensure all photos and scans are legible before uploading.

- 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

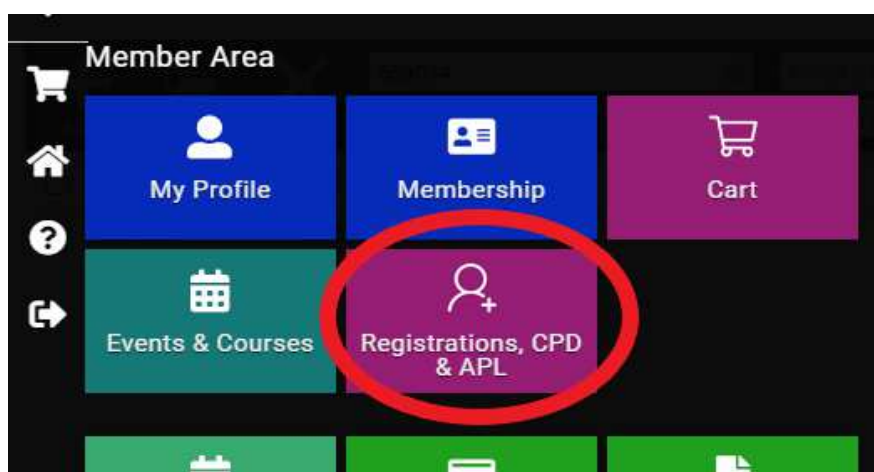
### Step 1



Log into the membership portal. This can be reached by logging into the [Paddle UK](#) Membership portal Website. Your username for the system will most likely be your membership number or email address.

## Step 2

Once logged in, please click the menu in the top left corner of the page. You are then looking for the box labelled “Registrations, CPD and APL”.



## Step 3

This will take you to the registration dashboard. Here you can view all of your current and previous registrations and APL applications. If you have one that is still at Draft, you can click the round blue button with a list in it next to it to continue editing it. The other button is a download button. At the top there are 3 orange buttons, you will need to click on the Add Accredited Prior Learning button. This will bring up the online form for you to fill in. Please answer all questions as fully as possible. Please do not assume that the reader







knows you, upload copies of qualifications (if a qualification is on your record there is no need to add it here).

Incomplete but submitted forms will be returned to the draft state and applicants asked to fully complete prior to resubmission.

#### **Step 4**

Click next to move onto the Reference screen and complete if relevant.

Referees will be contacted. It is imperative that you discuss your application with them and seek their consent to being used as your reference. References are the main cause of slow and refused applications.

#### **Step 5**

Click next to move to the Equality screen.

Once you are in the Equality Information page, you will find that your details have been automatically added to the application from your membership record. Please check the information and edit if required. Once happy, you can click next. Then all that will be left to do is to submit your application. It will then show on your Registration dashboard and will have the state of "Awaiting Processing".

#### **Step 6**

Your application will then be reviewed by the Paddles Up Training Coaching Advisor Team, they will check everything is correct and contact your references. Once your references have replied, it is then passed on for approval. Outcomes should be confirmed within 14 working days.

#### **Dashboard States Explained**

- **Registration ID:** Unique reference number that is specific to this application and can be used in correspondence to resolve issues.

- **Category:** Indicates the type of application, Registration, Check In or Accredited Prior Learning.
- **Registration:** Name of the Qualification registered for or Checked In for (blank for Accredited Prior Learning applications).
- **Submitted Date:** Date you applied for the application or registration.
- **Expiry Date:** Date the Registration, Check In or Accredited Prior Learning expires.

NB: there may be other conditions linked to an APL and its validity, for example Membership must be in date.

- Status

Draft	This is a registration that is not complete or has not been submitted.
Parental Approval	A complete application from a candidate who is under 18. In this state we are waiting for a parent or guardian to confirm consent.
Awaiting Process	This is a registration that cannot be approved as you are missing a prerequisite. Our coaching advisors will email to inform you what it is we are missing. Feel free to give us a call to discuss this.
Awaiting References	We are currently awaiting your references to get back to us.

APL Sent for Approval	We have received both your references and have passed your application on to be reviewed by the APL Panel.
APL Approved	Your application has been approved.
APL Declined	Your application was unsuccessful.

### **Withdrawal of Application and Mistakes**

Once an application has been submitted, any changes need to be carried out by Paddles Up Training. These should be emailed to [coaching@paddlesuptraining.com](mailto:coaching@paddlesuptraining.com) detailing the Registration ID, your membership number and the issue to be resolved.

### **Policy Review Arrangements**

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy in light of operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

### **Contact us**

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 0300 0119 500

Email: [coaching@paddlesuptraining.com](mailto:coaching@paddlesuptraining.com)



Darryll Shaw

Paddles Up Training Responsible Officer



## **Further Reading**

[Safety Awards Equivalency](#)

[Appeals Policy](#)