



INFORMATION SHEET
The Performance Matrix APEL
Accreditation of Prior Experiential Learning (APEL)

Introduction

APEL is a method of accreditation that assesses the student's previous learning from particular experiences they have undergone. If the assessment is successfully completed, it enables the student to gain 15 credits at Masters Level. These credits may, if the student chooses, be used to contribute to a programme leading to a named award (e.g. Certificate/Diploma/Masters degree). See separate sheet for details.

Students are eligible to apply to be a Performance Stability Certified Trainer (PSCT). To help sports, exercise and medical professionals get the recognition they deserve for studying the Performance Stability program, Kinetic Control/Performance Stability offer this as a certified route to become a trainer.

This method of accreditation is aimed at experienced and professional physiotherapists and other health professionals who have attended Performance Stability courses **within three years** prior to the submission date, of the assessment for the APEL credits. The courses attended are for example; The Foundation MPS – Fundamentals in Movement & Performance Screening and Training and The Advanced Movement Optimisation Training and Programme Design. It is expected that students will have taken the opportunity to consolidate their studies by reading around, clinical practice and ongoing attendance at the relevant courses.

The assessment for this module, if using the APEL route, will be by the production of a portfolio. A portfolio is a collection of evidence that demonstrates achievement and learning within a module/course or programme of study. Portfolios require gathering and presentation of evidence and usually include an element of critical reflection. The assessed portfolio for this module will need to provide evidence that the learning outcomes of the module have been achieved. If the time frame is longer than three years it may be possible to justify within the portfolio how the relevant knowledge has been updated. This must be discussed with the modular leader.

Students considering applying for APEL

- Look at the information on the module can be found on the below link. At the bottom of the webpage is a link to the online application form if you wish to apply
<http://www.keele.ac.uk/health/postgraduatetaught/individualmodules/fullinformation,21187.en.php>
- Look at the module specification for the 'Performance Stability' module. This is the module for which you are applying for APEL (this can be requested from Sarah Skinner/Lynn Aylett on pgenquiries@shar.keele.ac.uk)
- The deadline for applications will be the induction date of the relevant academic year (i.e. September 24 September 2012)
- Once having applied, please check your email for correspondence from the university and respond accordingly

Once the application has been accepted, the process of applying for APEL credits consists of several components, some of which are mandatory;

- *Mandatory* Attendance of the appropriate induction day for postgraduate modular students which is relevant to the academic year of study (Sept 2012). During this day you will be given details of how to access the relevant resources including searching facilities through ATHENS, how to study at Masters Level, how to produce a portfolio and shown examples of good practice.
- *Mandatory* - **read the handbook available on the KLE** (Keele Learning Environment also known as Blackboard). Details of the assessment processes including the format of the portfolio will be given in detail in this handbook. Therefore it is essential to read this again prior to submitting the portfolio
- *Optional* attendance/telephone tutorial sessions with the modular leader: Richard Barnett - Details below. This also applies to international students. However they need to pre book telephone tutorials based on British time scales. (Monday to Friday; 9.00am to 5.00pm)
- *Mandatory* - Prepare a portfolio of evidence, which will demonstrate that the student has met the relevant learning outcomes of the module. This should be set out as advised below

Students will be offered optional advisory contact with the modular leader during the time frame for portfolio compilation, which will be from the date of Induction for the taught module to the portfolio submission date, a period of approximately four months.

Appointments must be made with the Course leader; details below. It is important the student does not leave the work until the last few weeks; therefore students are advised to contact the course leader to inform them of the progress at least once a month.

Students can send a plan of the portfolio and up to 500 words of the student's written work for the modular leader's feedback. The dates and details of this should be discussed with the modular leader and at least two weeks should be allowed for the feedback

A brief description of the portfolio follows: further details and clarification will be given at Induction and through tutorial sessions if required.

Submission details are in the **student handbook**. Please read this before contacting the School for details

The portfolio will consist of four main sections

- **Section 1 General Supporting Material**

In this section, it is expected the student will present justification for accreditation of their learning. It is expected that students will present their relevant qualifications (details in section 4) and further continuing personal development related to Performance Stability. How they have consolidated their studies by reading around, clinical practice and ongoing attendance at the relevant courses. The student should critically reflect on past experience and consider plans for future personal development. It should relate to the learning outcomes of the module and key issues should be underpinned with the relevant literature to demonstrate the learning was appropriate. This section should not be a list; it should be a **succinct** personal narrative and therefore can be in the first person. The student can refer to other sections within the portfolio and therefore it should not be repetitive of the other sections. The guideline word limit for this section is 1500 words. If a student requires further wordage for this section, this should be discussed with the modular leader, Barbara Introwicz.
- **Section 2 Case History**

In this section the student will present a performance stability profile score for **one** subject, the relevant reasoning, choice of exercises based on the profile, plan of progression, and detail of how to develop the subject's assets. The student should then present a reflection of the decisions made. This section should be succinct and should be not more than 1500 words. If the student requires further wordage the student should discuss this with the modular leader, Barbara Introwicz.
- **Section 3 Evidenced Based Practice**

In this section it is expected that the student will demonstrate the ability to use empirical evidence to underpin their practice. It should be an **in-depth evaluative piece of critical work (as outlined within the student hand book 'how to study at Masters Level')**. It is expected the student will choose one small focused area to discuss, this can be related to the case above or a small focused area in which the student feels she/he needs to improve in order to meet the learning outcomes. This piece of work must be no longer than 2,500 words. This wordage is not negotiable. It is important to read the guidelines to studying at Masters Level presented within the Student Handbook available on the KLE
- **Section 4 Presentation of Evidence**

In this section the student is expected to provide evidence as to how each of the Module learning outcomes has been achieved. It is expected the student will present a chart indicating the learning outcomes and directing the reader to the evidence. Within this section the student will also present copies of the evidence. Evidence can be of many forms but should contain a CV, certificates of courses attended and also examples of experiential learning such as letters from peers or line managers, evidence of critical incidents with reflection and performed action etc

The submission date for this portfolio will be within the student handbook and will only be extended under extenuating circumstances – see programme handbook

Guidance on writing, referencing and submission details are in the programme handbook and the student is entitled to the assistance of the English Language Unit at the University, details of how to contact this department are held in the student handbook

The outcome of assessment of your portfolio will be Pass or Fail and your mark will be ratified normally at the Examination Board in May of the relevant academic year - see programme handbook. If the student requires the provisional results before they have been ratified, he/she must submit electronically the modular front sheet on the relevant page on the KLE. See handbook for details

If passed the student would receive credits relevant to the module, which are 15 Credits at Masters Level. If not acceptable the student receives feedback and can submit once more by the assessment retake date for the module of that academic year.

Once the ratified results have been sent to the student in May, students are eligible to apply to be a Performance Stability Certified Trainer (PSCT). To gain this recognition, students need to send a copy of their credits directly to Kinetic Control/Performance Stability. The University cannot send your results, due to the data protection laws.

If you have any queries about this information please contact Mr Richard Barnett, module Leader,
Richard Barnett
Lecturer
School of Health and Rehabilitation
Keele University
Staffordshire
ST5 5BG
Tel: 01782 734421
E-mail: r.j.barnett@shar.keele.ac.uk