

GUIDE TO COMPLETION OF THE
MODULE OPTIONS/ACCREDITATION OF PRIOR EXPERIENCIAL LEARNING APEL) APPLICATION
FORM FOR
FOUNDATION DEGREE IN INFORMATION TECHNOLOGY AND COMMUNICATIONS

Contact Details:

If you have any problems or queries at any time while making your application please contact the HM forces Team – HMForces@staffs.ac.uk

Paul Stonier – 01785 353772

Jo Mould – 01785 353836

Please do not attempt to complete the application form until you have attended the Compulsory Briefing Day (CBD) Presentation

Part 1 - Module Options & APEL Application Form

Before you start the online application process you need to complete the module option and APEL application form, as described at your launch presentation. (**You will need to attach this as a transcript under the document tab during the online application process**).

You need to review the award structures set out in the tables below and identify the modules that are core and therefore compulsory. You should then review all of the optional (negotiated) modules for each level and read the module descriptors (easy access to the descriptor is by going to the university website (www.staffs.ac.uk) going to the A-Z index and selecting M and then Module Descriptors or use this link (www.staffs.ac.uk/current/student/modules/)).

Each Level is made up of 120 credits of study and is organised as seen below. The exact pattern of study can be tailored to your situation. Typically 15 or 30 credits are studied in each teaching block, with 3 teaching blocks running throughout the year. A module is a unit of study with defined learning outcomes, curriculum and assessment. The module definition is found in the module descriptor (see above).

A single module is worth 15 Credits and requires approximately 150 hours of independent study time in order to complete this learning activity. For distance learning modules there is a small amount of contact with the module tutor and there may be time allocated for laboratory practicals requiring attendance at the University.

Cert HE in Information Technology and Communication
Level 4 (Certificate)

ICT Technical Foundations COCS40454 60 credits RAF delivered	ICT Enabling Studies COCS30452 30 credits @ L3 RAF Delivered
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RAF TG4 tradesmen have the above accredited to them **Modules required to be studied:**

Study Skills for ICT (DL) COCS40646 (15 credits)	ICT Balancing Studies MATH40420 (15 credits)
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The above two modules will be the first two modules that all students undertake.

FDS Sc in Information Technology and Communication

Level 5

Core modules (mandatory) are shaded blue, optional modules are shaded green

FDS Sc Work Based Project (30 credits) COCS50456	Option (15 credits)	Option (15 credits)	Option (15 credits)
	Applied Research Methods and Professional Development (15 credits) COCS50709	Option (15 credits)	Option (15 credits)

Level 5 Options

75 Credits taken from:

Module Title	Credits	Module Code
Applied ICT Principles	60 credits [RAF delivered – CN4001 or Equivalent]	COCS50473
Information Support Administration	15 credits [RAF delivered – iHub Course]	COCS50472
Networking with LANs and WANs (Distance Learning)	15 credits (CCNA 1-2)	COCS50468
LAN Switching and WAN Networks (Distance Learning)	15 credits (CCNA 3-4)	COCS50470
Network Security (Distance Learning)	15 credits	COCS50469

ICT Management Fundamentals	15 credits [RAF delivered – TMT 1]	COCS50471
Reflection on Work-Based Learning A	15 credits	COCS50457
Reflection on Work-Based Learning ICT	30 credits	COCS50455
Negotiated Study 1 (IP Telephony)	15 Credits	COCS50598
Negotiated Study 2 (Virtualisation)	15 Credits	COCS40678

Dependencies/Constraints

Note the following dependencies and constraints concerning the taught modules:

COCS40453 ICT Balancing Studies and COCS40646 Study Skills for ICT will be taken in the Teaching Block immediately upon start. This is so that you complete level 3/4 as soon as possible.

COCS50468 Networking with LAN's and WAN's **must be taken before** COCS50470 LAN Switching and WAN Networks

Both COCS50468 Networking with LAN's and WAN's and COCS50470 LAN Switching and WAN Networks, **must be taken before** COCS50469 Network Security

Both COCS50468 Networking with LAN's and WAN's and COCS50470 LAN Switching and WAN Networks, **must be taken before** COCS50598 Introduction to IP Telephony module

The module COCS50456 Work Based Project will always be the last module you will take at level 5. It can be taken as 30 Credits in one Teaching Block, or over 2 teaching Blocks (as 15 credits per Teaching Block). You must have taken the COIS50771 Applied Research Methods and Professional Development module **before** taking this module.

You should now understand which modules should be entered as core and understand the modules which are available as options. You now need to decide the order in which you would like to attempt the modules. It is recommended that you attempt 15 or 30 credits per semester, more than this will be too much unless you can study full time. Consider your other commitments before deciding whether you will go for 15 credits (150 hours of study) over a 12 week semester or 30 credits (300 hours of study). You may vary this from semester to semester. Some modules have pre-requisites set out in the module descriptor, please make sure that you check this. For example: you must complete Research Methods before starting the Project.

Section 5 Accredited Prior Learning – APL

It is possible to receive accreditation for some of the optional modules if you have previous qualifications covering the appropriate area or you can demonstrate work based learning (WBL) that would cover the module contents. You must first study the module descriptor, especially the indicative content section.

You need to demonstrate that you can meet the depth and breadth of the module before you can seek to APL that module. The depth is demonstrating that you meet the appropriate level, ie you can't APL a Level 4 course with a Level 3 qualification. Experientially you would need to demonstrate that your WBL has taken you from Level 3 to Level 4.

The breadth is showing that you have covered most of the areas in the indicative content. A module should take 150 hours of study (3-4 weeks of full time study) therefore a 3 day course may be at Level 4 but is unlikely to have covered the breadth of the content in that time.

Before you seek to APL a module, ensure that you have the evidence available to support your claim – evidence may be in the form of course descriptors, certificates or statements from a line manager or instructor.

Please note that if you APL a module you will be charged 20% of the full cost and you can only APL a maximum of 75% of any award. Your degree classification will be based on modules studied at Staffordshire University ONLY and APL modules will not count towards the classification.

The University is familiar with some military courses and we are able to award APL by using a JPA printout as evidence of course attendance. There is no definitive list of courses available for APL as the courses change over time and it depends when you took the course and how much you have used it.

Once you have decided what APL you wish to apply for, please complete sections 4 and 5. Please note that you do not have to apply for APL and APL at level 6 is often very hard to justify

Your application for APL will be considered by a University Board who may support your application, reject it (form will then be returned to you) or modify it (the Board may identify APL that you have not applied for). This forms the negotiated part of the award and in some cases the forms will need several revisions.

Once you have completed you module options form and applied for any APEL, you need to save the document along with the following:

1. A scanned copy of your UK Passport or National Passport (with UK VISA)
2. JPA Screenshot showing the following
 - **Your Name**
 - **Your rank**
 - **Arm of service (Army, Navy, RAF)**
 - **Competencies/Trade relevant to application.**
3. Any certificates relevant to your entry or APEL application.

Annexes:

- A. Example completed form

MODULE OPTIONS AND APEL (ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING) APPLICATION FORM
FACULTY OF COMPUTING, ENGINEERING AND SCIENCES

SECTION 1 – CHOSEN AWARD

	FOUNDATION DEGREE	BSC HONS / BENG HONS (TOP-UP ONLY)	BENG HONS (ALL LEVELS)
APPLIED AVIATION STUDIES			
ENGINEERING			
INTELLIGENCE & SECURITY			
INFORMATION TECHNOLOGY & COMMUNICATIONS	X		

SECTION 2 – PERSONAL DETAILS

FULL NAME	John Julius Smith
RANK & SERVICE	Corporal, RAF
STATION / BASE	RAF Marham
ADDRESS (for correspondence)	26 Hill Road, Swaffam , Norfolk
POSTCODE	NR12 9NB
EMAIL (for correspondence)	jj.smith@gmail.co.uk
CONTACT TELEPHONE NUMBER	07444 987654
DATE OF BIRTH	10 Jul 1984
DISABILITY (if yes, please give details)	None
CRIMINAL RECORD (if yes, please tick)	
ETHNIC ORIGIN	White
QUALIFICATIONS/TRAINING FOR ENTRY TO THE AWARD	NVQ Level 3 and Modern Apprenticeship gained at RCAE Cosford awarded 2004.
DATE & LOCATION OF LAUNCH ATTENDED / DATE OF APPROVAL FOR VIRTUAL LAUNCH	RAF Marham Learning Centre 25 May 2014

Disclaimer

By submitting this form, I acknowledge that I have read and understood all the course information provided by HM Forces staff. I also understand that by registering as a student on an award with Staffordshire University I will be subject to the Academic Award Regulations as detailed at <http://www.staffs.ac.uk/legal/policies/awardregs/index.jsp> and that it is my responsibility to keep the university informed of periods of deployment where they will impact on my studies, and if I don't, I may lose attempts at the modules on which I am enrolled on at that time.

Please tick to confirm you have read and understood this statement

X

SECTION 3 – PERSONAL STATEMENT

In a maximum of 500 words, please explain why you wish to undertake this award and give details on what outcomes you expect to achieve.

Statement enclosed on separate sheet at end of document

SECTION 4 – MODULE CHOICES

Summary of APEL Applied for:

(Please fill in this box once you have completed section 5)

Level	No. of Credits APEL'd
4	0
5	15
6	N/A

Using the award information provided on the website, please complete the tables below to indicate which modules you wish to take and when you would like to take them. Please remember that you must study all core modules.

LEVEL 4

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
COCS30452	ICT Enabling Studies (part of CN4000 equivalence)	30	Accredited	
COCS40454	ICT Technical Foundations (part of CN4000 equivalence)	60	Accredited	
COCSS40646	Study Skills for ICT	15	Sep 15	Jan 16
MATH40420	ICT Balancing Studies	15	Sep 15	Jan 16
Total Credits at Level 4, including APEL (should add to 120)		120		

LEVEL 5

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
COCS50709	Applied Research Methods and Professional Practice	15	Jan 16	May 16
COCS50456	Work Based Project	30	Jan 17	Sep 17
COCS60468	Networking with LANs and WANs	15	APEL	
COCS50470	LAN Switching and WANs Networks	15	Jan 16	May 16
COCS50469	Network Security	15	May 16	Sep 16
COCS50471	ICT management Fundamentals	15	Accredited	
COCS50598	Introduction to IP Telephony	15	Sep 16	Jan 17
Total Credits at Level 5 including APEL'd (should add to 120)		120		

Level 6

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
	N/A			
Total Credits at Level 6 including APEL'd (should add to 120)				

Please check your form and only submit when you have checked all the boxes below.

Award & Title Identified on front sheet?	Y/N
APEL / General Exemptions recorded & correct?	Y/N
Modules at each level total 120 credits (inc. APEL/GE)?	Y/N
Correct number of credits for chosen award?	Y/N
Minimum of 90 level specific credits at each level?	Y/N
Modules chosen match chosen award title?	Y/N
Start / Finish dates recorded	Y/N
Module time plan included matching modules on front sheet?	Y/N

EXPECTED COMPLETION DATE: Sep 17

SECTION 5 – ACCREDITATION FOR PRIOR (EXPERIENTIAL) LEARNING

Please use this table to indicate ‘specific’ modules you wish to apply for APEL against

MODULE CODE	MODULE TITLE	CREDITS	EVIDENCE SUPPLIED AND JUSTIFICATION FOR LEVEL & BREADTH OF CLAIM
COCS60468	Networking with LANs and WANs	15	Completed CISCO CCNA 1 -2 at RAF Cosford on ***** CISCO Certificate attached.

Use this table to indicate ‘general’ credits you wish to apply for against a particular level.

LEVEL	CREDITS	EVIDENCE SUPPLIED AND JUSTIFICATION FOR LEVEL & BREADTH
4	90	CN 4000 Cse, JPA printout provided as proof.

For official use:

Support from academic tutors:

- The student has had the opportunity to discuss their experience with the Award Leader
- We are confident that the student has the academic ability to successfully complete the remaining credits for the award
- We hereby support the application as described above.

Academic Tutor 1

Name _____

Signature _____

Date _____

Academic Tutor 2

Name _____

Signature _____

Date _____

Decision by the APLS Committee

Accepted /Rejected /Deferred (Delete as applicable)

CONDITIONS (if any):

Chair: Paul Mitchell

Signature: _____


Date: _____

Part 2 - Completing the Online Application Form

Useful Information

As you complete the form you may find it useful to have information to hand as appropriate to the course that you are applying for, as an example.

- Funding arrangements – how you intend to pay for your studies
- Employer details
- Qualification certificates

There will be a number of tool tips  to help you with some of the information on the form. If you try and save your information and proceed through to the next stage of the process and there are mandatory questions that you should have answered a warning will appear and the relevant empty questions will be highlighted. Mandatory fields are signified with an *.

As you move through the tabs within the on –line application form you will see that when you fully complete the page of questions the indicator on the tab turns green, this indicates that you have completed that element of the application form and may move onto the next tab.

You can save and exit your application at any time – you will receive an e-mail to your specified e- mail address, to provide a link to come back and complete your application prior to submitting it.

Creating your Applicant Account

As you will be a first time user of the on-line application you will first need to create a new user account for yourself:

Click on the New User button

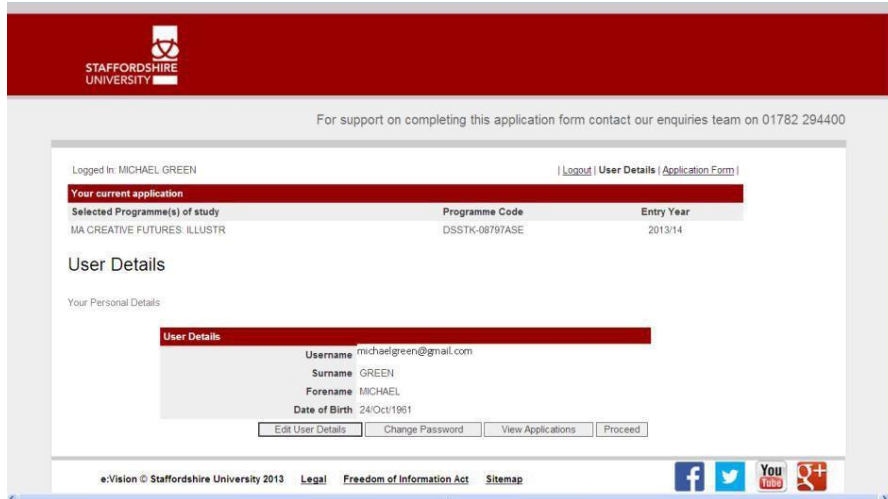
New User

You will then be asked to complete your new user details.

- * Your date of birth can be entered by DD/MM/YY or by using the date picker on the form.
- * Your username is your e-mail address and must match when entering the same information into the home e-mail address box. The email address you give us must be a valid one and should be the one you wish to receive correspondence from the University. We will check your email address as part of the registration process to ensure that an existing account has not been registered using it.
- * Your password must be between 8 and 12 characters and include a number (remember this password for future reference, however, there is the facility for you to change this at a later stage).

You will then see a screen that confirms the details that you have entered and gives you the option to:

- * Edit your user details,
- * change your password,
- * view any applications that you have
- * proceed to making an application for a course.



On the next page you will see a number of tabs



These tabs relate to the information that you will need to complete to make your application. As you work through the application form and complete the pages you will see the indicator at the top turn green.

Personal Details:

Title: Please select your title from the list - **if you are a member of HM Forces or a former/retired member of HM forces you will need to pick your military rank to ensure that you have the appropriate questions for your application.**

Known as: If your official forename is Susan but you would like to be known as Sue whilst at this University then you can use this field. However, your official name will be the one that appears on any official documentation.

Previous surname: If you have recently married or changed your name by decree and have not yet amended any official identity documents you will be asked to provide a marriage certificate or affidavit at the point of enrolment.

Country of birth: Please select the country that you were born in.

Nationality: If you are a British Citizen, please select UK National from the drop-down list. However, if you are not a British Citizen even though you may be living in the UK you must input your nationality as stated on your passport.

Your nationality (e.g. Canadian) should not be confused with your ethnic origin (e.g. White). If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when traveling to the UK for your course.

For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

Country of Residence/Domicile: Please select the country you are currently living in, whether you are an official citizen of the country or not. For UK residents please select England or other UK country as appropriate.

Residential Category: This information assists us to establish your status for the payment of tuition fees. You should not confuse your residential category with your ethnic origin. For UK citizens please select UK National or EU National

Address Details: If you live in the UK, then enter your postcode and click on the 'find my address' button – your address will be available for you to choose and automatically populate your address information. If your contact address is the same as your home address you can tick the box and it will populate the information for you. If your contact address is different than your home address you will need to insert the information. There are tool tips on some of the question boxes to assist you.

Qualifications Tab



You will be asked about previous study in the United Kingdom and if English Language was the language that the study was delivered in. Tool tips on the questions will explain in more detail.

The next question asks you about any previous higher level qualifications that you hold. You will be asked for the dates that you started your study and completed your study. You can either input the dates as dd/mm/yy or use the date picker (you will still need to put in the complete date dd/mm/yy. You can add more than one University or College if you need to.

The next section is where you will insert any School/College/Professional qualifications that are relevant to your application. You have a maximum of 10 Schools/Colleges to add.

English Language Qualifications

Depending on your answer to the Country of Residence question within your personal details you may be asked to complete additional questions relating to English Language qualifications.

English Language Qualifications

Non UK Students need to be able to demonstrate a competence of English language to meet the demands of the course and UKBA visa requirements. However, if you are from a UKBA recognised English speaking country this requirement does not apply. In addition, non EU applicants will need to have acquired B2 level or above in English Language competence in order to obtain the necessary visa. For further details please visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/>. Copies of certificates and transcripts of English competence MUST be provided with your application.

Funding Tab

This area of the application form deals with how you are going to pay for the course that you are applying for. If you intend to use your ELC entitlement please tick the Employer-Funded box.



Please inform us on how you intend to fund your studies. Please attach any supporting evidence.

* How are you intending to fund your studies?

Employer-funded Self-funded Government loan Career development loan Scholarship Current University
College Other

Personal Statement

Direct Applications (non-UCAS) - If you are applying for one of the University standard courses you will need to complete a Personal Statement. You have a maximum of 500 words to document your personal statement. Your statement should explain to us why you wish to take this award, why you believe you are qualified, why you think you will be able to commit the time, and the outcome you expect from this award. You must demonstrate that you have understood the information imparted at your launch brief and indicate why you have chosen the particular award path (for Engineering Awards how you have selected from; Mechanical Engineering, Electronics and Telecommunications, General Engineering or Engineering Management).

The on-line application form indicates the number of words that you have typed to assist you in your application. There is also guidance on completing the section and a link to access www.staffs.ac.uk/personalstatement

Document Upload

The next tab gives you the facility to upload documents, as appropriate, in support of your application. Documents that **must** be uploaded are

Transcripts

- **Certificates** - Copies of all certificates and transcripts to support your application
- **JPA Screenshot** – this must show: Name, Rank, Service & relevant branch training (competencies)
- **Funding Evidence** – Please upload a copy of your ELCAS CAN/Letter from your employer (if applicable) at the time of making your application if it is available.

Passport

Please upload a copy of your UK passport or your national passport (with UK VISA)

English Proficiency

Copies of Certificates and transcripts of English competence must be provided with your application (if applicable)

Passport Photo

You may also upload a passport photograph if you require a student

Document Upload

Transcripts: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 20 Kb

Copy of passport ID: The following document types can be uploaded: BMP, GIF, JFIF, JPE, JPEG, JPG, PNG, TIF, TIFF. The maximum file size is 5 Kb

English Proficiency: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb

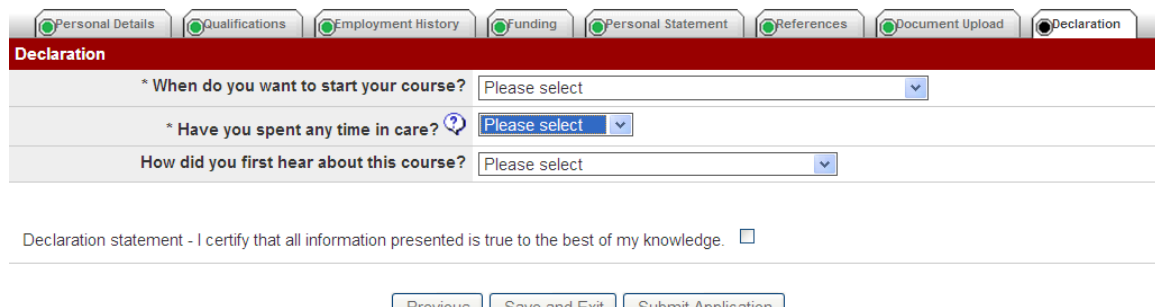
Passport photo: The following document types can be uploaded: BMP, GIF, JFIF, JPE, JPEG, JPG, PNG, TIF, TIFF. The maximum file size is 5 Kb

References: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb

card

Declaration

The final tab contains a few final questions and that you agree that the information that you have provided is true to the best of your knowledge.



The screenshot shows a navigation bar with tabs: Personal Details, Qualifications, Employment History, Funding, Personal Statement, References, Document Upload, and Declaration. The Declaration tab is active. Below the navigation bar, there are three questions, each with a dropdown menu:

- * When do you want to start your course? Please select
- * Have you spent any time in care? Please select
- How did you first hear about this course? Please select

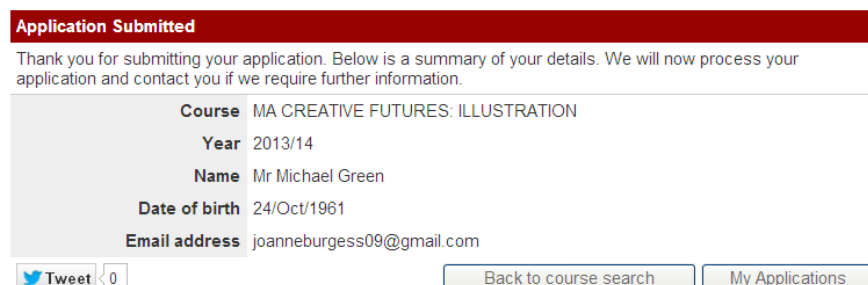
Below the questions is a declaration statement: "Declaration statement - I certify that all information presented is true to the best of my knowledge." followed by an unchecked checkbox. At the bottom, there are three buttons: Previous, Save and Exit, and Submit Application.

You will need to tick the box to confirm your declaration to enable you to submit your application.

Confirmation

After you have submitted your application form a screen will show you your confirmation of submission and you will receive an e-mail advising you of what will happen next with your application.

Confirmation



The screenshot shows a confirmation screen titled "Application Submitted". Below the title, there is a message: "Thank you for submitting your application. Below is a summary of your details. We will now process your application and contact you if we require further information." Below the message is a table with the following details:

Course	MA CREATIVE FUTURES: ILLUSTRATION
Year	2013/14
Name	Mr Michael Green
Date of birth	24/Oct/1961
Email address	joanneburgess09@gmail.com

Below the table, there is a "Tweet" button with a count of 0. To the right of the table, there are two buttons: "Back to course search" and "My Applications".

If you experience any problems with making your application on-line please contact HMForces@staffs.ac.uk