

# Application for Accreditation of Prior Achievement

## Edexcel Accredited Driving, Riding & Instructional Qualifications

Accreditation of Prior Achievement (APA), or the Accreditation of Prior Learning (APL), are terms used when existing skills are formally recognised.

Your proven existing skills can be compared with the curriculum requirements of the desired qualification. This means that if you can satisfactorily demonstrate that you have already reached the standards of knowledge and skill required for a qualification, you may be entitled to receive the qualification without the need to undertake a further training programme.

So, APA is the process for gaining credit towards qualifications based on evidence of your prior achievements.

Each claim you make for a credit exemption using APA must be supported by appropriate evidence. Some types of evidence you could present for BTEC qualifications include:

- **Certificates from other relevant qualifications (Teaching certificate, Police Advanced Qualification IAM, Diamond Advanced, DSA ‘Cardington A’).**
- **In-house, company competence based assessment.**
- **Endorsed witness references from employers, colleagues, assessors and examiners which testify to the specific competencies.**
- **Other independent witness testimony relating to your competence.**

When you claim APA you will need to submit a ‘portfolio’ of evidence to satisfy four basic rules of Validity, Sufficiency, Authenticity and Currency. See page 2 for examples. Your portfolio will be compared with the outcomes and requirements of your desired BTEC qualification. Where there is insufficient evidence to show that you have met all the requirements of the qualification, you will need to undergo further assessment and / or training.

**Validity:** Your evidence must be directly relevant to the qualification you desire and clearly show that you have reached the standard required.

**Sufficiency:** You must have sufficient evidence to substantiate your claim for all of the requirements of the qualification.

**Authenticity:** You must provide proof of your achievements, i.e. named certificates and references.

**Currency:** You must prove that your experience is as current today as when the evidence contained in your portfolio was originally generated.

The following are possible examples of qualifications and skills that can be used to apply for APA or APL:

## **Advanced Test**

## **Award Level Three**

<b>Validity:</b>	Advanced certificates either from RoSPA, IAM, Diamond Advanced, Police Cardington 'A'.
<b>Sufficiency:</b>	As above.
<b>Authenticity:</b>	Copy of the Certificate.
<b>Currency:</b>	Certification or re-qualification within previous 4 years.

In addition to the above, the following are examples of instructional qualifications that would be considered.

## **Car / Bike Instructor Course**

## **Certificate Level Three**

<b>Validity:</b>	Police Advanced Instructor's Qualification Courses approved by DSA under the FDI scheme.
<b>Sufficiency:</b>	This would involve combining qualifications to illustrate competence both in driving/riding and instructional techniques.  You may combine Teaching certificates with the above qualification.
<b>Authenticity:</b>	Copy of certificates.
<b>Currency:</b>	Driving qualification or re-qualification should be within 4 years of the date of the application.

## **Car / Bike Instructor Course**

## **Diploma Level Three**

The applicant must first qualify for a level three Instructor Certificate and then prove technical competence at small business management.

<b>Validity:</b>	Diamond Diploma in Driving Instruction Armed Services Master Drivers Police and Fire Service Driving School Managers
<b>Sufficiency:</b>	Private ADI schools will need to prove two 2 years trading experience. This will need to involve effectively managing budgets, people and service quality.
<b>Authenticity:</b>	References from employing or client companies must be the originals on letterheads - containing contact information.
<b>Currency:</b>	References may be used to support the qualifications and illustrate current use of that qualification



**Please ✓ the appropriate boxes to identify the qualifications relevant to your application  
Please work in the column appropriate to the Award for which you are applying**

QUALIFICATIONS	BTEC AWARD	BTEC CERTIFICATE	BTEC DIPLOMA
<b>ANY OF THE FOLLOWING:</b>			
RoSPA Advanced Driving/Riding Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RoSPA Occupational Advanced Driving Test (RoadTest)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IAM Advanced Driving/Riding Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diamond Advanced Driving Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police Advanced Driving/Riding Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DSA 'Cardington A' Driving/Riding Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANY OF THE FOLLOWING:</b>			
RoSPA Diploma in Advanced Driving/Riding Instruction		<input type="checkbox"/>	<input type="checkbox"/>
Police Class 1 Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Fleet Driver Initiative		<input type="checkbox"/>	<input type="checkbox"/>
Automobile Association Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
British School of Motoring Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Drive & Survive Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Driving Services Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Institute of Advanced Motorists Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Network Direct Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Pro Drive Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
System Training Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
The Driver Improvement Company Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Honda Mac Instructor's Course		<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify): .....		<input type="checkbox"/>	<input type="checkbox"/>
.....			
<b>ALL OF THE FOLLOWING:</b>			
Qualifications as at Certificate Level AND			<input type="checkbox"/>
Either, proven experience or accredited qualification in Small Business Management (Management responsibility including budget/personnel) OR			<input type="checkbox"/>
DIA Diploma in Driving Instruction			<input type="checkbox"/>
Concise CV that identifies accumulated skills, qualification and expertise			<input type="checkbox"/>

Please return to: Natalie Weedon  
Driver and Fleet Solutions, The Royal Society for the Prevention of Accidents, Edgbaston Park, 353 Bristol Road, Birmingham B5 7ST

TEST <input type="checkbox"/> IMIS	INSTRUCTOR QUAL <input type="checkbox"/> SPREADSHEET	FOR OFFICE USE ONLY: BUSINESS <input type="checkbox"/> INVOICE	APPROVED BY IV: REGISTER	..... DESPATCH
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