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**

**Validity:**
Advanced certificates either from RoSPA, IAM, Diamond Advanced, Police Cardington ‘A’.

**Sufficiency:**
As above.

**Authenticity:**
Copy of the Certificate.

**Currency:**
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**

**Validity:**
Police Advanced Instructor’s Qualification
Courses approved by DSA under the FDI scheme.

**Sufficiency:**
This would involve combining qualifications to illustrate competence both in driving/riding and instructional techniques.

You may combine Teaching certificates with the above qualification.

**Authenticity:**
Copy of certificates.

**Currency:**
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.

**Validity:**
Diamond Diploma in Driving Instruction
Armed Services Master Drivers
Police and Fire Service Driving School Managers

**Sufficiency:**
Private ADI schools will need to prove two 2 years trading experience. This will need to involve effectively managing budgets, people and service quality.

**Authenticity:**
References from employing or client companies must be the originals on letterheads - containing contact information.

**Currency:**
References may be used to support the qualifications and illustrate current use of that qualification.
Accreditation of Prior Achievement Application

Edexcel Centre Number 21523

The Royal Society for the Prevention of Accidents
28 Calthorpe Road, Edgbaston, Birmingham B15 1RP
Tel: 0121 248 2000 Fax: 0121 248 2001 Website: www.rospa.com/btec

No. APA Checklist

1. Please ensure that you complete all sections of this form in ink.
2. Have you completed a new APA Application for each qualification(s) sought?
3. Have you included all photocopies of your qualifications, references with this form? Please remember not to send your original documentation.
4. Have you completed each section of this form.
5. Have you included your payment for this application?
6. Please remember to return this form and attachments in a sealed envelope to RoSPA’s BTEC Centre Manager.

Qualification applied for: please tick appropriate box

BTEC Award in Driving ☐ £95
BTEC Certificate in Driving Instruction ☐ £135
BTEC Diploma in Driving Instruction ☐ £180
BTEC Award in Riding ☐ £95
BTEC Certificate in Riding Instruction ☐ £135
BTEC Diploma in Riding Instruction ☐ £180

Personal Details

Title: .................................. Surname: .................................................................................................................................
First Name(s): ......................................................................................................................................................... Date of Birth: ......................................
Address: .................................................................................................................................................................
Postcode: ..............................................................................................................................................................
Day Phone: ........................................................................ Evening Phone: ........................................................................
Driving Licence Number (copy this from your licence)

DECLARATION:
I declare that the information given on this Application Form is true and correct.

Signed: .................................................. Date: ..................................................

• APA Registration, Assessment, Certification and Administration are included in the fees.
• The fees are detailed in the attached price list and are exclusive of VAT.
• Fees are not refundable.
• No APA Application will be accepted without the receipt of full fees
• No qualifications will be awarded unless the mandatory requirements for APA are met in full.
• Cheques must be made payable to RoSPA.

If you have any queries regarding the completion of this form, or if you would like further information about the courses please contact our BTEC Centre Manager on 0121 248 2124.

Payment Facilities
☐ Cheque
☐ Visa
☐ MasterCard

Name .................................................................................................................................................................
Address ............................................................................................................................................................
Signature........................................................................................................................................................
RoSPA Accounts Code: 123-2709

Phone ..............................................................................................................................................................

Credit Card Expiry Date Security Code £
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

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

Please return to: Carmel Keatley
Driver & Fleet Solutions, The Royal Society for the Prevention of Accidents,
28 Calthorpe Road, Edgbaston, Birmingham, B15 1RP