

Harper
Adams



UNIVERSITY COLLEGE

Accreditation of Prior Learning

Guidance Notes for APLSQP1

Introduction

These notes are to be used in conjunction with form **APLSQP1**.

As you will be aware from the details provided by AMTRA there is a need for all new SQP's to be qualified with a nationally recognised Qualification. AMTRA and Harper Adams University College (the college) are working together to provide this qualification for all SQP's.

The college has been involved in providing training to candidates for AMTRA and previously AHTAG since the inception of the qualification and have gained a wealth of knowledge and understanding of the needs of the industry along the way. The vocational nature of the courses at the college and its involvement in training for industry mean that it is able to respond to these needs. The accreditation of AMTRA training by the college within its higher education credit system provides the national qualification as set out in the legislation.

Current SQP's are required to update their qualification to this new system. This could be achieved by undertaking the new modular qualification. The aim of this form is to provide a means to present the evidence that meets these requirements without having to sit the full new modular course. To do this you will have to satisfy the needs of the college module **AMTRA Merchants' SQP**. (*A module is a term used in education to describe part of a course.*) This module, in conjunction with a upgrade module, will form the basis of the nationally recognised qualification required under the Veterinary Medicine Regulation 2005.

Accreditation of Prior Learning

Normally the learning within a module is assessed by examination. However, it is possible to show that the same learning has taken place by presentation of a portfolio of evidence. The underlying principles of the process of Accreditation of Prior Learning (APL) is that learning gained either by passing a professional assessment, such as AMTRA (or AHTAG), or experience gained through working in the industry in an appropriate role will enable the candidate to demonstrate the learning required to pass the academic module. AMTRA keep a record of all current SQP's, the group eligible for consideration in this case. By completion of this form and appending the necessary supporting evidence you will be in a position to have your learning accredited by APL.

As far as the APL procedure is concerned there are two groups of candidates:

- Those that have undertaken an AMTRA/AHTAG examination will have demonstrated that at some time in the past they were of an equivalent standard to the module **AMTRA Distributors**. They will need to show that they have been involved in the industry since the date of the examination and have kept their knowledge up to date. It is important that full details of the role undertaken in the industry is demonstrated, particularly over the past 5 years.
- Those that have been employed in the industry since the inception of the qualification and have so called 'Grandfather Rights'. They will have to show that through involvement in the industry over a protracted time (over 20 years) that they have achieved the learning expected. To do this they will need to show clearly that their role allows them to put this learning into practice.

In the guidance notes that follow you will be advised as to the ways by which you can provide the evidence required. Some of the questions asked may not seem directly relevant to the role you currently undertake or to the APL process, but since you will in effect be registering as a student, the college has to collect certain data to satisfy its responsibilities. The form has been developed to minimise the time involved in completing the questions.

Personal Details

Box 1

It is important that the details you provide here match with those on the AMTRA file, if they do not your application may be rejected.

1.1 to 1.3 Name; should match the AMTRA entry in full (changes due to marital status etc. need to be made known to AMTRA at the same time as this application is completed).

1.4 Date of Birth; you must be a minimum age of 18 to be an SQP

1.5 Age; required for College statistics

1.6 to 1.9 Address; this should be your home address not your workplace/business address since this is your personal application (*even if the fee is being paid by your employer*). If you have an e-mail address it need not necessarily be a home e-mail.

1.10 Nationality; as on your passport

1.11 Domicile; likely to be UK, but may be different, please specify

1.12 Ethnicity; please select from this list:

White - British	Bangladeshi
White - Irish	Chinese
White Scottish	Asian Other
Irish Traveller	Mixed - White and Black Caribbean
Other White background	Mixed - White and Black African
Black Caribbean	Mixed - White and Asian
Black African	Other Mixed background
Black Other	Other
Indian	
Pakistani	

1.13 Disability; please specify, this data is a requirement of the College in relation to all registered students.

Qualifications

Box 2

2.1 AMTRA registration number; found on your SQP card (this is **not** the number on the AMTRA certificate). If you cannot find the registration number, this can be provided to you by AMTRA.

2.2 Date of qualification; insert year and confirm if this was by examination or 'grandfather rights' (i.e. as a result of being in post 1984).

2.3 Where did you do the examination; insert name of college or examination centre.

2.4 Prizes; If you were awarded top student or top project please record here, otherwise leave blank.

2.5 Refresher courses; AMTRA have conducted a series of refresher courses. If you have attended any of these please record here.

Box 3

3.1 Higher Education; it is important that we know if you have attended a course at higher education level, such as HND or Degree, please tick as appropriate.

3.2 Highest qualification; your highest level of qualification achieved should be recorded here. If available, a photocopy of any certificate(s) should be attached, as evidence.

3.3 Other qualifications; record here. If available, a photocopy of any certificate(s) should be attached, as evidence.

Box 4

4.1 Professional qualifications; list any other professional qualifications such as BASIS, FACTS, NPTC etc. If available, a photocopy of any certificate(s) should be attached, as evidence.

Employment and Learning

Box 5

5.1 Business Address; your current or most recent employment within business involved in the sale of animal medicines. This should be the latest post at which you have been acting as the Nominated Person or fulfilled the role of SQP.

5.2 Registered premises; specify if this is a registered premises with the Regulatory Authority,

5.3 Business type; outline the type of business i.e. 'Merchants' or 'Saddlers'. Give brief details of the range of products dealt with.

5.4 Registration number; insert the RPSGB Premises number, if known.

Box 6

6.1 Job title (Position held), title of current or most recent post within a merchant business, in which you have acted as the Nominated Person or fulfilled the role of SQP.

6.2 Start date, of current or most recent post within a merchants business, in which you have acted as the Nominated Person or fulfilled the role of SQP.

6.3 Detail of responsibilities; this is an important section in which you will be able to present evidence to demonstrate how you can satisfy the requirements of the APL:

- For those that have undertaken and successfully completed an AMTRA recognised examination you will have demonstrated the learning associated with this APL application and need only summaries your duties;
- If you are on the AMTRA register as a result of 'grandfather rights' you will need to complete this section in a little more detail;
 - This should describe the role you undertake as a Nominated Person or an SQP within the registered premises;

- Where you are the Nominated Person for the registered premises you should clearly detail how you fulfil your role;
 - It may be useful to refer to the current AMTRA Code of Good Practice in completing this section.
- It may be necessary, in a small number of cases, to contact you by telephone to confirm some of the details and verify the evidence presented. It is therefore important that you provide a day time telephone number at which you can be contacted. In the absence of any details in this section it will assumed that your contact number is the business telephone number given in Box 5.1.
 - Further details of the APL requirements are available from www.amtra.org.uk/apl

Box 7

7.1 Confirmation of Employment; it is important that the role you undertake is verified. This section should be completed by your current or most recent employer.

Box 8

This box should be completed as for Box 5, but for a previous employer. You should only complete this section if you have been in your current post for less than 5 years.

Box 9

This box should be completed as for Box 6, but for a previous employer. You should only complete this section if you have been in your current post for less than 5 years.

Box 10

Please complete all sections of the form, before you sign the document. It is more important that the form is submitted by the deadline than delaying submission to add further information. This can be added at a later date as required.

Should you require any further advice and guidance on the APL process please contact the APL Adviser (AMTRA) at Harper Adams at:

amtraapl@harper-adams.ac.uk

this address will be operational from November 1 2005.