

## ACCREDITED PRIOR LEARNING (APL)

### Guidance Notes

It is recognised that many aspirant coaches, leaders and providers and those wishing to transfer from other award systems or other countries may bring relevant experiences and qualifications to their role from other sports, countries and learning opportunities. These may be supported through the Accredited Prior Learning (APL) service.

The APL service will consider other, nationally recognised, professional awards and will recognise training and assessment schemes other than its own where they are identifiable as being of equal or higher standard.

Examples of qualifications which may form pathways into current Awards include:

- Awards from previous Schemes
- Awards from other Sports
- Awards from other countries
- HE / FE Qualifications in a relevant subject area

The APL Service is free to Home Nation members. For non-members a fee of £25 is payable on submission of the application form. This fee is non-refundable for unsuccessful applications.

### SUBMITTING AN APL APPLICATION

Applications relating to direct entry at L2 Training, MWE or 5 Star Leader, should be submitted to the Home Nation Coaching Lead. More information is available on pages 4-6. All other applications for APL should be submitted to *the APL Coordinator, British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottinghamshire, NG12 2LU*, and must include the following:

- **Completed APL Application Form**

The application form must provide clear evidence of attainment and professional assessment of the skills contained within the award against which APL is sought.

The appropriate Award Syllabus, prerequisites and structure should be used to assist in the writing of the application. Where possible, the award held and the Award should be matched up. Copies of the syllabi can be downloaded from the Home Nation websites or obtained from British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottinghamshire, NG12 2LU.

- **Details of two Referees**

For some applications it may be deemed necessary to seek further insight into relevant content. In such cases the APL Panel will contact one or both of the named referees.

Referees should be individuals who know the applicant reasonably well in a capacity which enables them to give a meaningful reference. They should provide an honest and positive reference, in the context of the application. At least one of the referees should be a current Coach Educator or

National Trainer (or equivalent) and able to testify to the applicant's experience.

Alternatively, the referees should have a verifiable understanding of both the qualification/award the applicant aims to achieve and the pre-requisites that APL is sought against.

Once an applicant has selected their referees, they should speak to them before submitting the application to ensure that they are happy to be a referee and that they feel able to verify the experience as detailed in the application.

Where relevant applicants are also required to submit:

- **Copies of certificates for existing qualifications and awards.**

Where the application includes details of awards held with other organisations, or achieved through a Home Nation other than that with which your membership is held, copies/scans of certificates should be included.

An applicant wishing to APL an award from another country or National Governing Body (NGB) must also provide a copy of the syllabus in English.

- **Current logbook**

Where a logbook provides evidence of current activity and working to the level required, preferably under conditions relevant to paddlesport coaching in the UK a copy must be submitted with the application form.

- **Payment**

For applicants who do not hold Home Nation membership, £25 payment must be submitted. Cheques should be made payable to the British Canoeing. Payment can also be made over the phone by calling 0845 370 9503

## INTERNAL PROCESS

Submitted applications are logged and forwarded to the APL Coordinator. The APL Panel review applications quarterly and make a decision based on the evidence supplied. The applicant is notified in writing of the result within two weeks of the APL Panel meeting.

## POSSIBLE OUTCOMES

Where the application provides sufficient verifiable evidence to show prior learning at or above the relevant level, APL may be awarded.

Where there is insufficient evidence to support equivalency the application APL will be declined.

The APL Panel does not grant awards. Where an applicant wishes to achieve an award they may be granted APL for the training but will need to complete the assessment in order to obtain certification.

## APPEALS PROCEDURE

An applicant may appeal the decision of the APL Panel. In such cases a written appeal should be forwarded to the APL Coordinator, with a fee of £50. If the appeal is upheld, the fee will be refunded.

## APPLICATION REVIEW CALENDAR

Applications for APL are reviewed monthly and must be received by the last Friday of each month. In some circumstances, therefore, it may be more appropriate to register and complete training.

## APL ROUTES NOT REQUIRING REFERRAL BY APL PANEL

Pages 4, 5 and 6 detail routes which allow candidates to progress and obtain APL directly by Home Nation coaching office.

If you wish to apply for APL against one of these routes, please send the completed form directly to your Home Nation coaching office. Home Nations are in a position to validate the following APL routes without referral to the APL Panel.

### BRITISH CANOEING

National Water Sports Centre  
Adbolton Lane  
Holme Pierrepont  
Nottinghamshire NG12 2LU  
Tel: 0845 370 9500  
Email: [coaching@britishcanoeing.org.uk](mailto:coaching@britishcanoeing.org.uk)  
Website: [www.britishcanoeing.org.uk](http://www.britishcanoeing.org.uk)

### SCOTTISH CANOE ASSOCIATION

Caledonia House  
1 Redheughs Rigg  
South Gyle  
Edinburgh EH12 9DQ  
Tel: 0131 317 7314  
Email: [coaching@canoescotland.org](mailto:coaching@canoescotland.org)  
Website: [www.canoescotland.org](http://www.canoescotland.org)

### CANOE WALES

Canalfan Tryweryn  
Frongoch  
Bala  
Gwynedd LL23 7NU  
Tel: 01678 521083  
Fax: 01678 521158  
Email: [admin@canoewales.com](mailto:admin@canoewales.com)  
Website: [www.canoewales.com](http://www.canoewales.com)

### CANOE ASSOCIATION OF NORTHERN IRELAND

Unit 2 Rivers Edge  
13-15 Ravenhill Road  
Belfast BT6 8DN  
Tel: 0870 240 5065  
Email: [office@cani.org.uk](mailto:office@cani.org.uk)  
Website: [www.cani.org.uk](http://www.cani.org.uk)

## USING APL FOR DIRECT ENTRY INTO LEVEL 2 TRAINING

Candidates who wish to enter the current Coaching Scheme directly into Level 2 Training are required to apply via the APL Service. Applications for direct entry to Level 2 Training are considered by the Home Nation coaching office. Evidence will be considered and where it is evident that the candidate has prior learning or experience that equates to the Level 1 Training and or Assessment Package APL may be granted. Successful candidates must demonstrate:

- **Knowledge of how to coach**

Examples of appropriate evidence include:

- Teaching Qualification and/or Qualified Teacher Status
- A Coaching Award from another Sport
- Coach Training Course in a previous scheme

- **Good practice knowledge of running Paddlesport Taster Sessions in Canoe and Kayak**

Examples of appropriate evidence include:

- Relevant experience within a supportive environment
- Coach Training Course in a previous scheme

- **The Remaining Level 1 and 2 Prerequisites:**

- Foundation Safety and Rescue
- 2 Star in both Canoe and Kayak
- 3 Star
- An Appropriate First Aid Award

Where an applicant meets some, but not all of these requirements the application will need to be referred to the APL Panel.

### Note:

Level 2 Transfer: Coaches who hold a Level 2 certificate from a previous scheme may automatically APL the requirement to complete Level 1, or 2 Training before proceeding to Level 2 Transfer. Coaches must meet the other prerequisites for Level 2 Transfer, namely;

- Membership of their Home Nation Association
- 2 Star in both Canoe and Kayak
- 3 Star Award
- Foundation Safety and rescue or Canoe Safety Test
- Appropriate First Aid Award

## USING APL FOR DIRECT ENTRY INTO MODERATE WATER ENDORSEMENT

Coaches qualified in a previous Coaching Scheme who wish to access the Moderate Water Endorsement may do so through application for APL.

Amongst the pre-requisites for Moderate Water Endorsement is the requirement to hold Level 2 Certificate in Coaching Paddlesport . Where coaches are able to demonstrate prior learning or experience that equates to Level 2 Training and Assessment Package, entry to Moderate Water training may be permitted. Applications are considered by the Home Nation Coaching office, who examines the evidence against the following criteria:

- **Knowledge equivalent to Level 2**

Examples of appropriate evidence include:

- Level 2 from a previous team, in canoe or kayak; AND EITHER
  - Level 3 from a previous scheme in one or more discipline ; OR
  - Level 2 Coaching Award from another Sport

- **Experience equivalent to Level 2**

Examples of appropriate evidence include:

- Experience of planning, delivering and reviewing a series of 6 progressive coaching sessions
- Relevant experience within a supportive / mentored environment

- **Remaining Moderate Water Prerequisites:**

- Relevant Star Award: 4 Star leader in the discipline concerned
- First Aid Award: 2-Day First Aid (inc CPR) within last 3 years
- Registration Fee: £17.50 for Comprehensive Members
- Age: 18 years of age, or older

Where an applicant meets some, but not all of these requirements the application will be referred to the APL Panel.

### Notes:

1. Level 2 coaches in one or both disciplines, qualified in a previous scheme, wishing to transfer to the endorsed scheme must complete the Level 2 Transfer module before progressing to Level 2 Assessment. This route will also entitle them to progress to Moderate Water without APL.
2. Candidates applying to APL Level 2 in order to progress to Moderate Water Endorsement do not need to show Canoe and Kayak experience but do need to have Coaching Process knowledge equivalent to Level 2

### Example:

A Level 3 Inland coach wishing to operate in moderate water in open canoe, may obtain their 4 Star Leader Award in open canoe and apply for APL to progress to Moderate Water Open Canoe Endorsement. Upon completion, this coach would hold the remit to coach open canoe in a moderate water environment i.e. the same remit as the Level 3 Coach qualified through the previous coaching scheme.

## USING APL FOR DIRECT ENTRY INTO 5 STAR LEADER TRAINING

Candidates who wish to access 5 Star Leader Training, without first completing 4 Star Leader are able to request this via APL. Applications are considered by the Home Nation Coaching department, (and APL Panel / Technical Groups if required) who will examine the evidence that the candidate has prior learning or experience that equates to the 4 Star Leader.

A letter of recommendation from a 4 Star Provider that the candidate is paddling and leading at the standard of 4 Star Leader in the discipline concerned is required. The referee must make an informed recommendation confirming that the applicant has the personal skill level and leadership ability required to lead a group of paddlers in moderate conditions (as per the relevant 4 Star Leader Award). This includes prerequisite experience, personal paddling skills, rescues, safety, leadership, group skills, and relevant theory as defined in the relevant Syllabus.

Successful candidates are also required to demonstrate;

- **Personal paddling and leadership skills**

Varied, recent and extensive experience of personal paddling and leading in the discipline specific moderate (or advanced) water environment is required (evidenced via logbook). This may be supported by the following;

- Qualifications from other countries / sports
- Coaching or Leadership qualifications in other disciplines
- Experience in relevant roles
- Reference from relevant expert

- **4 Star Leader Prerequisites**

Applicants are required to hold the relevant 4 Star Leader prerequisites;

- Sea applicants are required to have completed the Coastal Navigation and Tidal Planning course, or similar RYA course (see HN websites for acceptable RYA alternatives)
- Canoe and White Water applicants are required to have completed White Water Safety and Rescue Training course (or Rescue 3 Whitewater Rescue Technician)
- Valid (within 3-years) recognised 2-day First aid award (if first aid training was completed prior to 31/12/11, a recognised 8-hour first aid course is acceptable)