

Application for Accreditation of Prior Achievement (APA) Policy



Chartered Status is internationally recognised and will be the grade most acknowledged by employers and the public as the 'gold standard'. It should be seen as a natural career development aspiration, provide a consistent benchmark of excellence in practice and reliably deliver highly-competent practitioners.

Contents

Glossary of terms

Policy

1. Introduction.....	4
2. Purpose	4
3. Principles.....	4
4. Scope	5
5. Governance	5
6. Grading and recognition.....	5
7. General Data Protection Regulations (GDPR).....	5

Exemptions and mapping

1. Professional standards.....	6
2. QAA chapter B6.....	6
3. Curriculum mapping.....	6
4. Evidence.....	7

Application procedure

1. APA process flow diagram.....	8
2. Application form completion	8
3. Application fees.....	8
4. Decision	8

Appeals

1. Academic.....	9
2. Non-academic	9
3. Fees.....	9

Contact

1. Communication.....	10
2. Guidance notes.....	10
3. Email address.....	10

Glossary of Terms

APA	Accreditation of Prior Achievement
EHP	Environmental Health Professional
EHRB	Environmental Health Registration Board
EHRB CoR	Environmental Health Registration Board Certificate of Registration
CEHP	Chartered Environmental Health Practitioner
Chartered status	A member who has gained Chartered status is a person who has gained a specific level of skill or competence in Environmental Health which has been recognised by the award of a formal credential by the CIEH.
Chartered Practitioner status	Those members who have completed the CEHP programme, after validation assessment by CIEH, in recognition of professional practice at the Chartered Practitioner standard
EHO	Environmental Health Officer
PPP	Portfolio of Professional Practice
ELP	Experiential Learning Portfolio
HCFPI	Higher Certificate in Food Premises Inspection
HCFC	Higher Certificate in Food Control

Policy

1. Introduction

Accreditation of Prior Achievement (APA) is a method of validation to assess whether prior achievement can qualify for exemption from some parts of the new Chartered Environmental Health Practitioner (CEHP) Programme with a view to transitioning to Chartered Environmental Health Practitioner status. For example, verifying that they have passed the assessment requirements for a component or qualification through knowledge, understanding or skills achieved.

The use of APA has been developed to suit our mode of assessment, but there are many terms to describe the same or similar processes:

- Recognition of Prior Learning (RPL)
- Accreditation of Prior Learning (APL)
- Accreditation of Prior Experiential Learning (APEL)
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning and Achievement (APLA)

Evidence presented for APA, via application must be:

- Valid – the work is relevant to the knowledge and skills being applied for and can be mapped to the Professional Standards Framework
- Authentic – the work has been produced solely by the member and can be authenticated as being the outcome of the members' own effort
- Current – the work is still relevant and is not out of date
- Sufficient – the work covers the necessary competency criteria for the knowledge, application and professional blocks and the prior achievement is of equivalent academic standards to the new standards

Evidence presented for exemption will vary depending on the nature of the curriculum that was studied, but may include:

- Accredited degree
- Practical food inspection examination (HCFP, HCFC)
- Professional Examination
- Portfolio of Professional Practice (PPP)
- Experiential Learning Portfolio (ELP)
- Hybrid Portfolio
- Professional Interview

2. Purpose

To set out CIEH's position on the transition from EHRB Registration of Certification to Chartered Environmental Health Practitioner (CEHP) status through the vehicle of Accreditation of Prior Achievement (APA).

3. Principles

- CIEH is committed to recognising prior achievement of members who have undertaken assessment stages to gain EHRB CoR, but who have yet to complete and pass all aspects of the designated assessment components.
- The process of assessment for APA is subject to the same quality assurance and monitoring standards as any other form of assessment offered by CIEH.
- The transition equivalencies must work for CIEH so that we are confident that industry standards are met to protect against reputational damage.

4. Scope

- This policy covers the recognition and subsequent achievement of accredited prior learning.
- CIEH is not able to confirm your eligibility for exemption and transition unless you are registered as a member.
- Exemption will only be gained from formally assessed achievement of specific components.
- CIEH will not consider an exemption where a member has previously failed that component assessment
- APA will operate at whole component level and will not be applied to part completion of components.
- Exemption will only be awarded for components of the 2007, 2010 and 2011 curricula.
- Consideration of whether the member has demonstrated every learning objective is not viable but CIEH has undertaken a holistic mapping process which outlines which passed components will provide transition to the Chartered Practitioner programme.
- Degrees or qualifications achieved from providers other than those accredited by CIEH will not be accepted.
- All members will be treated equitably regardless of the type or source of learning that will be validated.

5. Governance

- CIEH will have in place appropriate procedures to ensure that all applications for exemption are effectively monitored and recorded.
- In all applications for exemption, CIEH will provide information on next steps for entry to the Chartered Environmental Health Practitioner programme.

6. Grading and recognition

- Exemptions will not be graded within the APA framework.
- As APA applications will be objective mapping exercises, to match past achievement with the CEHP programme, the decisions will not be based on the standard of assessed work but whether it maps to CIEH Professional Standards.

7. General Data Protection Regulation (GDPR)

- Your personal data is stored on our secure membership database and processed in line with current data protection requirements.
- During the process of APA validation, CIEH will need to refer to this data in order to process your claim for exemption.
- By completing the application form for APA you are agreeing to this access.
- Personal data will be destroyed after the non-academic appeals period has passed.

Exemptions and mapping

1. Professional standards

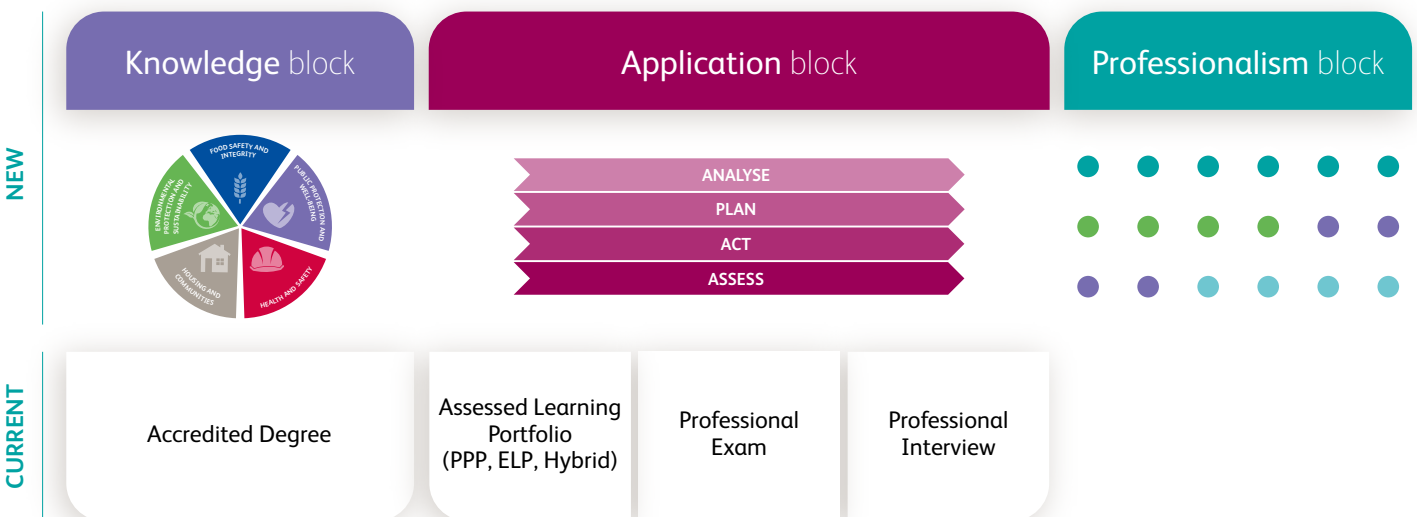
- Transition from EHRB to the Chartered Environmental Health Practitioner programme will be dependent on where assessment maps to the Functional and Technical Competencies.

2. QAA Chapter B6

- The QAA Quality Code for Higher Education provides a quality benchmark and standards for higher education.
- For the purposes of the development of this policy CIEH has considered Part B: Assuring and Enhancing Academic Quality, Chapter B6: Assessment of Students and the Recognition of Prior Learning of the Quality Code for Higher Education.

3. Curriculum mapping

Outline map showing relationship between the Professional Standards and current CIEH assessment elements.

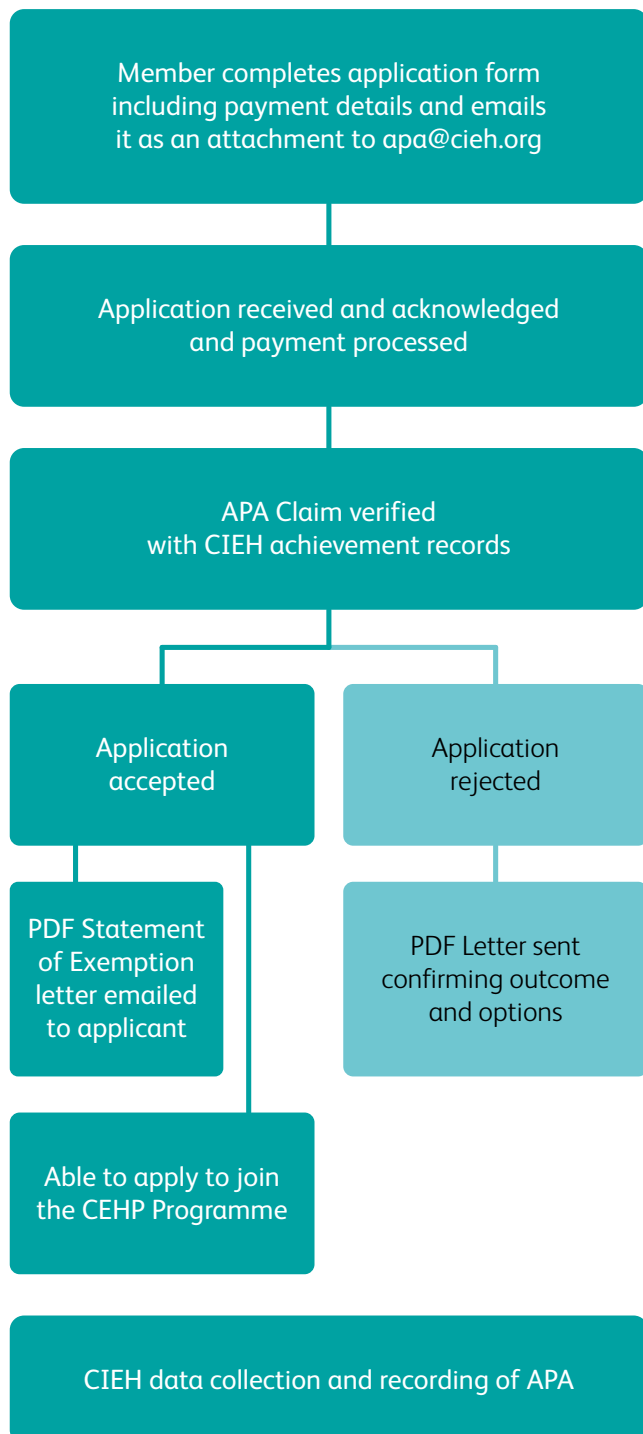


4. Evidence

- As part of your application you will need to provide a scanned copy of your degree certificate or similar proof such as an authorised transcript.
- On receipt of your completed application form, the process of validation of prior achievement will take place.
- This may include the review of the following evidence as relevant to your application:
 - Accredited CIEH BSc or MSc
 - CIEH Professional Examination
 - Experiential Learning Portfolio
 - Portfolio of Professional Practice
 - CIEH Professional Interview
 - EHRB Certificate of Registration
 - EHRB Higher Certificate of Food Premises Inspection
 - EHRB Higher Certificate of Food Control
- For all other elements CIEH or EHRB should have records of your achievements. Please let us know if you were known by another name when you completed any of the above elements.
- If we are unable to find evidence of your achievements we will contact you so that you can provide further documentation.

Application procedure

1. APA process flow diagram



2. Application form completion

- The application form must be completed in full, omissions will delay the claim for APA and may result in further administrative fees.
- The application form is in electronic format and must be completed by word processing directly into the fields. Handwritten submissions will not be accepted.
- If you have additional needs, and are unable to access the application form in its current format, please contact apa@cieh.org and we will provide a reasonably adjusted format.

3. Application fees

- A charge of £100 will be made for all applications for APA regardless of whether the exemptions are approved.
- Charges will be clearly communicated to applicants and will be payable at the time of application.
- There will be an additional administrative charge of £100 for a non-academic review which will be refunded if found in the applicant's favour.
- Any further material presented, that was unavailable or missing at the time of the original application, will require a new application to be completed with the associated fee.

4. Decision

- After validation checks a decision will be made about your claim for APA and any exemptions that we can award.
- A decision will be sent detailing the steps that you need to take in order to join the CEHP programme.

Appeals

1. Academic

- CIEH's decision on academic exemption is final, and there is no right of appeal, as this is a matter of quantitative and evidence-based judgement. CIEH will not enter into any further negotiation on academic outcomes.
- If any additional evidence becomes available, not available at the time of the original application, a new application will need to be completed with an additional fee paid.

2. Non-academic

- Members have the right to request a non-academic review of the conduct of the process for considering an APA exemption. The appeal will be based on material administrative error, process irregularity or other material irregularity.
- An independent review of the original application and outcome will be conducted.
- The time period for processing of a non-academic appeal, from receipt of a to the decision, is typically 28 working days.
- Non-academic appeals must be received into the apa@cieh.org inbox within 10 days of the decision outcome. Any received after this time will not be considered.
- The subject line must clearly state Non-academic appeal.

3. Fees

- Cost of a non-academic review will be £100. If the review is found to be in the member's favour this will be refunded.
- If the review outcome produces no change, then the payment will remain with CIEH.

Contact

1. Communication

All communication, processing of applications and non-academic appeals will be by email only. There will be no postal address or telephone number. However, we aim to respond to all queries within 5 working days.

2. Guidance Notes

Please read the Guidance Notes and FAQs before emailing any queries as this may provide the answer to your questions.

3. Email Address

Email address: apa@cieh.org

