



NATIONAL BACK EXCHANGE

Procedure for Becoming a Registered Member Through the Accreditation of Prior Learning and Experience Route of Entry

Accreditation of Prior Learning and Experience, (APLE) Route to Registration

Registered Members using direct entry need to meet the following criteria:

1. Current membership of National Back Exchange
2. Undertaken at least five days (thirty hours) of learning activity relevant to personal practice within the last three years.
3. Have a recognised relevant healthcare professional qualification and registration to practice, e.g. RGN, MCSP, SROT.
4. Have successfully completed a relevant Inter-Professional Curriculum (IPC) (NBE1997) based postgraduate course or equivalent leading to an accredited award from a professional body or academic institution, namely Postgraduate Certificate in Back Care Management, (Loughborough University), Certificate in Patient Handling and Moving, (University of Northumbria), Post-Registration Course for Back Care Advisors, (University of Southampton).
- 5a. Have delivered a continuing educational programme for over two years in a healthcare/social care setting that encourages client independence, reduction of risk of injury to staff and client, problem-solving skills and teamwork, etc

or

- 5b. Have evidence of close involvement in structured interventions for over two years, designed to reduce work-related musculoskeletal injury

The APLE, (Accreditation of Prior Learning and Experience), route is intended for those members who do not have a postgraduate qualification in back care or who are not Registered Health Care professionals and thus do not meet criteria 3 or 4.

Accreditation of Prior Learning and Experience is a means where credit can be awarded for non-certified learning which has been acquired through work experience and which has not been assessed through academic or professional certification (Myles 1995). However, simply undergoing an experience is not synonymous with experiential learning, as little or no learning may occur as a result (Quinn 2000). In order for applicants to attain Registered Member status, through the second wave of entry, credit will only be given to applicants who can demonstrate learning through documented evidence. This will equate to learning attained by members who have been accepted onto the register through relevant post-graduate courses or equivalent and / or current healthcare professional qualifications.

The following criteria cover the main aspects of the role of a Back Care Advisor, including current best practice. They demonstrate that the member has the knowledge and understanding that underpin competent performance.

The criteria are based on the Inter-Professional Curriculum Framework, (NBE 1997).

Each criterion, to equate to a postgraduate course in back care, relates to at least five days of study and / or experiential learning. A candidate must provide documentary evidence for each criterion. Each criterion may require more than one item of evidence.

Criteria 10 is a core criteria, required for all applications. In addition, at least 6 other criteria must be met in order for the candidate to be registered via the APLE route.

All items of evidence must be numbered, both on the items of evidence and on the application form, to facilitate cross-referencing by the panel. It should be documented on each piece of evidence, the duration of the activity / study, (see sample application form on the NBE website).

(A) APLE Evidence to equate to an IPC based Postgraduate / Equivalent Qualification

Criteria		Examples of Evidence	Evidence Provided
1	Behavioural Sciences	<p><i>(a)Certificate of attendance on courses, for example, Psychology, Sociology.</i></p> <p><i>(b)Assignment on relevant topic.</i></p> <p><i>(c)Published research article.</i></p> <p><i>(d)Teaching a relevant topic.</i></p> <p><i>(e)Workplace interventions which consider psycho-social factors</i></p> <p><i>(f) HPC registration as an Occupational Therapist</i></p>	
2	Biological Sciences	<p><i>(a)Certificate of attendance on courses, for example, Anatomy, Normal patterns of movement.</i></p> <p><i>(b)Human biology 'O' Level, CSE, GCSE</i></p> <p><i>(c)Assignment on relevant topic.</i></p> <p><i>(d)Published research article.</i></p> <p><i>(e)Teaching a relevant topic.</i></p> <p><i>(f)Registration number as a Healthcare Professional</i></p>	

3	Biomechanics and Ergonomics	<p>(a)Certificate of attendance on courses.</p> <p>(b)Assignment on relevant topic.</p> <p>(c)Published research article.</p> <p>(d)Teaching a relevant topic.</p> <p>(e) Documented ergonomic intervention / analysis</p>	
	Criteria	Examples of Evidence	Evidence Provided
4	Health Policy and Practice issues	<p>(a)Certificate of attendance on courses, for example, Epidemiology, demographics.</p> <p>(b)Assignment on relevant topic.</p> <p>(c)Published research article.</p> <p>(d)Teaching a relevant topic.</p> <p>(e) Documented local guidance based on national recommendations i.e. Standards for better health</p>	
5	Legal and Professional Responsibilities	<p>(a)Certificate of attendance on courses, for example, expert witness course.</p> <p>(b)Assignment on relevant topic.</p> <p>(c)Published research article.</p> <p>(d)Teaching a relevant topic.</p> <p>(e)Evidence of accident investigation</p> <p>(f) Anonymised legal report.</p>	

6	Management of change	<p>(a)Certificate of attendance on courses.</p> <p>(b)Assignment on relevant topic.</p> <p>(c)Published research article.</p> <p>(d)Teaching a relevant topic.</p> <p>(e)Documented evidence of change in the workplace.</p>	
	Criteria	Examples of Evidence	Evidence Provided
7	Principles of Health Promotion and Education	<p>(a)Certificate of attendance on courses, for example, prevention of ill health.</p> <p>(b)Assignment on relevant topic.</p> <p>(c)Published research article.</p> <p>(d)Teaching a relevant topic.</p> <p>(e) Individual documented return to work assessment and recommendations</p>	
8	Principles of Research and Evaluation	<p>(a)Certificate of attendance on courses.</p> <p>(b)Assignment on relevant topic.</p> <p>(c) Formal product evaluation</p> <p>(d)Published research article.</p> <p>(e)Teaching a relevant topic.</p>	

9	Risk Management	<p><i>(a)Certificate of attendance on courses, for example, Risk Assessment.</i></p> <p><i>(b)Assignment on relevant topic.</i></p> <p><i>(c)Published research article.</i></p> <p><i>(d)Teaching a relevant topic.</i></p> <p><i>(e)Documented evidence of accident investigation / complex risk assessment.</i></p>	
10	Practical Manual Handling	<p><i>(a)Certificate of attendance on courses</i></p> <p><i>(b)Teaching a trainers or Link Person course.</i></p>	

(B) APLE Evidence to Equate to a Registered Health Care Professional

	Criteria	Examples of Evidence	Evidence Provided
1	Registered Health Care Professional	<p><i>(a) Five years experience of working in a health or social care setting.</i></p> <p><i>Evidence provided through a contract / CV and supporting letter on headed paper from an employer.</i></p>	

Examples of Acceptable Evidence

- Certificates of Attendance must show the duration of the course and exact dates of attendance.
- If applicants use courses that they teach as evidence, signed lesson plans must be provided, detailing the content, duration and learning outcomes.
- If assignments and dissertations are used as evidence, an abstract and the tutor's feedback should be submitted, not the whole document.

- If assignments, dissertations and research articles are used as evidence, the applicants must quantify the time they spent completing the work. Whole research articles must be provided.
- Evidence of workplace interventions must include the time spent completing the work.

Timescale

This route of indirect entry through the APLE route for healthcare professionals will only be available for 12 months. Applications will be accepted from 1 April 2007 until 31 March 2008. However, the membership year will run from April 2007 to March 2008, irrespective of when an individual joins the register. Once on the register, members will be free to re-register every three years. However, the £50 fee is required on an annual basis to remain on the register.

For members who are not registered healthcare professionals, this route of entry will remain open.

Processing of Applications

An application form needs to be completed and sent to the Administration office with the supporting evidence and payment of £50. The Cheque should be made payable to National Back Exchange. The payment is an administration charge and is not refundable if the application is not successful.

Acknowledgement of receipt will be sent to candidates within 7 working days.

Structure of Evaluation Panels

A panel of three Registered Members will review each application and applicants will be informed of the decision within six working weeks. Panel members will be from the same geographical area as each other, thereby reducing delays in processing applications and associated costs.

To promote objectivity, panel members will not be from the same locality as applicants.

The panels can seek advice from the executive committee if clarification on any aspect of the process is required. The first point of contact will be the membership secretary.

Successful Applicants

Successful applicants will be informed by letter and provided with a certificate, signed by the Chairman of National Back Exchange. Names of successful applicants will be published in the earliest, convenient edition of the Column and on the website.

Unsuccessful Applicants

Unsuccessful applicants will be informed, by the Administration Office, of the panel's decision and of their right to appeal. In all instances, guidance and support will be offered to allow unsuccessful applicants every opportunity to meet the requirements.

Applicants who are required to submit further evidence will be given an additional six weeks, in which to complete the process.

Appeals

Members may appeal against unsuccessful applications within 90 days of the unsuccessful notification. Appeals will be addressed to the Chairman of National Back Exchange and notified to the National Executive Committee, who shall appoint an appeal panel for each case. The appeals panel shall consist of the chairman of National Back Exchange, who will chair the panel, a Trustee and one other.

The appeals panel shall consult with the original panel involved in the disputed application and shall make its deliberations known to that panel. Recommendations will be passed to the executive committee if any change in procedure is required. The appeals panel shall inform the appellant of the outcome of the appeal in writing. This decision is final. Applicants not meeting the criteria will be supported to reapply at an appropriate time.

Re-Registration

Registrants will be asked to re-apply for registration every three years following their admission to the register. However, the £50 fee is required on an annual basis. Certificates will be issued each year.

References

Quinn F. M, (2000) *The Principles and Practice of Nurse Education*, Cheltenham, Nelson Thornes. Cited by Hall J, Gibson V, (2006) *Continuing Inter-Professional Development Framework, Accreditation of Prior Experiential Learning. Handbook for academic year 2006 – 2007*, Northumbria University, Unpublished.

Miles A. (1995). *Accreditation of Prior Achievements*, Nursing Standard 9(41)28-29.

National Back Exchange (1997) *The Inter-Professional Curriculum Framework for Back Care Advisers*, National Back Exchange.