



Sample Only

Sample Registered Member Application through the Accreditation of Prior Learning and Experience Route of Entry

Introduction

This document has been produced, following consultation with members, to give further guidance to those who wish to apply for Registered Member status through the Accreditation of Prior Learning and Experience (APLE) route of entry.

In order to assist applicants, a worked example of a successful application is included in this document.

The APLE route is intended for those members who do not have a postgraduate qualification in back care or who are not Registered Health Care professionals. There are nine criteria, six of which have to be met to achieve registration. In addition, criteria 10 is a core criteria, required for all applications.

In order to equate to a postgraduate course in back care, each of the criteria relates to at least five days (30 hours minimum) of study and / or experiential learning. A candidate must provide documentary evidence for each of the criteria. Each of the criteria may require more than one item of evidence.

Criteria

1. Behavioural Sciences
2. Biological Sciences
3. Biomechanics and Ergonomics
4. Health Policy and Practice issues
5. Legal and Professional Responsibilities
6. Management of Change
7. Principles of Health Promotion and Education
8. Principles of Research and Evaluation
9. Risk Management
10. Practical Manual Handling

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.

Worked Example

A fictional worked example of a successful application is shown overleaf. To provide further guidance, this is documented on the evaluation form that the panel would complete. All of the criteria remain the same but the form allows more detail to be included. All evidence has been numbered and cross-referenced, to facilitate ease of evaluation.

This reference number will also be documented on the hard copy of the evidence.

APLE Evaluation Panel Decision Form

Name of Applicant (Printed): *A. N. Other*

Evidence to Equate to an IPC Based Postgraduate or Equivalent Course

Criteria	Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)	
1	Behavioural Sciences	<p>(a) Certificate of attendance on courses, for example, Psychology, Sociology.</p> <p>(b) Assignment on relevant topic.</p> <p>(c) Published research article.</p> <p>(d) Teaching a relevant topic.</p> <p>(e) Workplace interventions which considers psycho-social factors</p> <p>(f) HPC Registration as an Occupational Therapist.</p>	<p>Assignment for ENB 931 Care of the Dying on The Grieving Process (12 hours) 1</p> <p>Signed session plan for Behavioural Change (2 days) 2</p> <p>Published Article on The Grieving Process in the Nursing Times, 2004; 12; 23-24 (6 hours) 3</p>	
2	Biological Sciences	<p>(a) Certificate of attendance on courses, for example, Anatomy, Normal patterns of movement.</p> <p>(b) Human biology 'O' Level, CSE, GCSE</p> <p>(c) Assignment on relevant topic.</p> <p>(d) Published research article.</p> <p>(e) Teaching a relevant topic.</p> <p>(f) Registration number as a Healthcare Professional</p>	<p>Registered General Nurse (1990). Current PIN number 87F1256 4</p>	

	Criteria	Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
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>	<p>Certificate of attendance at NBE Conference 2007 – session on Ergonomics and Anthropometry (1 ¼ hours) and Role of Ergonomics and Human Factors (1 hour)</p> <p>5&6</p> <p>Anonymised risk assessment (3 hours) 7</p> <p>Signed session plan on Non-Clinical Risk Management (2 days) 8</p> <p>Certificate of attendance at NBE Conference 2007 – session on Using and Evaluating Assessment Tool (1 ¼ hours) 9</p> <p>Attendance certificate at Introduction to the Neuromuscular Approach 2004 (2days) 10</p>	
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>		

Criteria		Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
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>	<p>Certificate of attendance at NBE Conference 2007 – session on Law of Consent (45 minutes) and Recent Case Law (1 hour) 11 & 12</p> <p>Anonymised accident investigation (5 hours) 13</p> <p>Certificate of Attendance at Expert Witness Course (3 days) 14</p> <p>Minutes of a 1 day Local Group Study Day on Record Keeping (2005) 15</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>	<p>Signed session plan for Behavioural Change (2 days) 2007 2</p> <p>Certificate of Attendance on Delivery of Healthcare in the New Millennium (DoH 1999 – 1 day) 16</p> <p>Attendance at DLF Moving and Handling People Conference 2001 – presentation on Change Management (1 hour) 17</p> <p>Certificate of Attendance at a 5 day Moving and Handling Trainers' Course (1994) – presentation on Change Management (2 hours) 18</p> <p>Certificate of Attendance at University of Bedfordshire Change Management module (3 days) 2003 19</p>	

Criteria		Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
7	Principles of Health Promotion and Education	(a)Certificate of attendance on courses, for example, prevention of ill health. (b)Assignment on relevant topic. (c)Published research article. (d)Teaching a relevant topic. (e) Individual documented return to work assessment and recommendations		
8	Principles of Research and Evaluation	(a)Certificate of attendance on courses. (b)Assignment on relevant topic. (c) Formal product evaluation (d)Published research article. (e)Teaching a relevant topic.		
9	Risk Management	(a)Certificate of attendance on courses, for example, Risk Assessment. (b)Assignment on relevant topic. (c)Published research article. (d)Teaching a relevant topic. (e)Documented evidence of accident investigation / complex risk assessment.	Certificate of attendance at NBE Conference 2007 – session on Using and Evaluating Assessment Tool (1 ¼ hours) and Protection of Vulnerable Adults (45 minutes) 20 & 21 Anonymised accident investigation (5 hours) 13 Anonymised risk assessment (3 hours) 7 Signed session plan on Non-Clinical Risk Management (2 days) 8 Published article on The Risk of Hoist and Slung Incompatibility, Column February 2004 (2 days) 22	

Criteria		Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
10	Practical Manual Handling	(a)Certificate of attendance on courses (b)Teaching a trainers or Link Person course.	Certificate of Attendance at a 5 day Moving and Handling Trainers' Course (1994) 23 Signed session plan for delivering a 3 day Link Workers' Course (2007) 24 Minutes of a 1 day Local Group Study Day on Hoist and Sling Selection (2006) 25 Certificate of Attendance on a 1 day Arjo Product Familiarisation Workshop (2005) 26	

Evidence to Equate to a Registered Health Care Professional

Criteria		Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
1	Registered Health Care Professional	(a)Five years experience of working in a health or social care setting. Evidence provided through a contract / CV and supporting letter on headed paper from an employer		