



# Procedure APL process

- **APEL route for Care Assistance**
- **APEL route for Helping**
- **Care pathway for APL (IG)**
- **APL path Nurse (MBO)**

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## Contents:

Introduction and explanation APL	pg. 2 to pg. 5
Procedure APL route for Care Assistance (Level 1)	pg. 6
APL Procedures Helping pathway (Level 2)	pg. 7
APL procedure pathway Care (Level 3)	pg.8
APL procedure pathway Nurse (Level 4)	pg. 10
Annex 1 Preliminary for Helping	pg. 11
Appendix 2 Preliminary for Caring (IG)	pg. 12
Appendix 3 Preliminary pages for Nursing.	pg. 13
Annex 4 Cost APL	pg. 14

## Introduction

The past three years has Thebes (formerly Oranjehaave-The-Ijpelaar Aeneas) gained good experience in this EVC paths routes to work for their employees.

APL path shows recognition of prior learning.

To be eligible for an APL route, the large employee (work) experience level of the qualification in healthcare, helping health and welfare, care (IG) or nurse without a degree to have this qualification.

From January 2009, the routes taken by APL P3 transfer.

P3 transfer is part of ROC West-Brabant (with a separate company).

The experience is that staff in recent years have followed a path APL, their work experience in a recognized experience certificate. With this certificate, the road was shortened to qualification (accredited diploma).

These employees took pride in recent years received their diplomas.

Thebes will continue in future projects with APL.

This procedure has been developed for managers and employees with more information, which is a VPL project content and what steps should be taken in order to qualify for an RPL process.

### Remarks APL

APL stands for:

Accreditation of Prior Experiential Learning.

- Recognize - EVC formalize reports / experience certificate
- Acquisitions - through formal and non formal learning
- Competencies - knowledge, attitudes and skills in relation to action (in context)

The results of the APL - procedure laid down in an experience certificate.

**Why PAC:**

- APL shall bridge between experience (formal or informal) learning, work, leisure and career
- With EVC qualities make visible
- Experiences related to a standard
- By default, skills profile / qualification file

**When is it profitable for an APL candidate for an APL route below:**

APL is a process as a viable candidate (work) experience with at least 25% of the work of a qualification in healthcare, helping health and welfare, care (IG) and nursing. It is important that the candidate can prove it with evidence in the portfolio to build such diplomas, certificates, interviews, etc. The candidate leaves an employment in an assessment to see some work to master.

The basis for assessing the qualification file. The assessable unit is a work process and not the competence. The assessors evaluate each business process or the candidate perform the work competently.

**Who takes care of the APL process:**

P3 transfer within ROC West-Brabant is responsible for the submission and implementation of PAC: the recognition of acquired skills.

P3 transfer provides the participant an APL contract and a portfolio name. P3transfer coordinates the whole, from P3 is an APL supervisor and from the practice setting is the portfolio supervisor trainer. Also provides an external assessor P3 transfer and setting an internal assessor representing the criterion based interview and / or practical test to the participant.

APL route is no education or training: In level 2 to level 4 may well in advance of a project agreed upon. See Appendix 2 to Annex 4

APL route ranges from 3 months to 6 months depending on which level 1 to level 4

## EVC procedure:

- At level 3 and level 4 before a quick scan, digital experiences to the questionnaire.
- Central 2 ½ hours of initial meeting with the participants, APL and portfolio counselor supervisor.
- Portfolio complete with leather work, other charges and evidence with experience completing LLB questions about learning, career and citizenship. About 4 weeks time to fill in the portfolio.
- The participant receives support from the portfolio supervisor (field instructor) during this period and the practice of the department supervisor.
- Assessment by portfolio assessors
- Practice observation and / or CGI (criterion-oriented interview) by two assessors
- Practice Observation: a case of performing technical nursing activities at level 3 and level 4
- CGI: interview about the theoretical and practical knowledge of the workplace, attention to posture issues
- EVC reports / Experience Certificate
- Interview Feedback
- The external assessor and the participant
- Dutch language test
- Key (modern) foreign language at level 3 and level 4

### Dutch and modern foreign languages:

Dutch test and test modern language includes listening, reading, interviewing, speaking and writing.

### Quickscan include:

The employee fills out a form with general questions on lessons learning, work and experience have focused on the qualifications of the program. On this basis, determined by P3 or transfer the employee's relevant to an EVC project to start.

An APL project is profitable if the employee (work) experience with at least 25% of the work of a qualification.

## APL procedure process in healthcare (Level 1)

### Who:

Employee who is employed at a care or nursing department in the function of interior care or care assistance without a diploma.

### Condition:

Employee performs work for some time in the field of health care assistance.

Employee is at least 12 hours in service.

### What steps are taken:

Staff and managers have been talking to each other about the APL process in healthcare. Team manager sees the employee that the qualities on the level of care assistance.

Team Manager, the assistant secretary for the training and development.

Secretariat, the notification by the practice educator who owns the APL program.

### Next steps:

The practice educator talks to the team manager on the basis of the qualification dossier of care assistance. In the file are the core skills to work out. If it appears that the employee may qualify for the APL project, the practical trainer talking to the employee.

As team manager, assistant trainer and practice after the conversation positive, then the employee on the notification list to represent the APL program.

### Purpose of the APL process is:

The achievement of all work associated with the competencies in the qualification file in which care assistance is identified. When all processes have achieved the recognition mentioned on the certificate and experience the Dutch language test is passed then the member is eligible for the degree of care assistance. The experience certificate goes to the Board of Examiners for the competencies to be recognized for the diploma level 1 care assistance.

## APL procedure process for helping health and social care (level 2)

### Who:

Employee who is employed at a care or nursing care department in the capacity of aid.

### Condition:

Employee performs work for some time in helping.

Employee is at least 16 hours in service.

### What steps are taken:

Staff and managers have been talking to each other about the APL process for helping. Team manager sees the employee that it has the qualities of the level of helping.

Team Manager, the assistant secretary for the training and development.

Secretariat, the notification by the practice educator who owns the APL program.

### Next steps:

The practice educator talks to the team manager on the basis of the qualification dossier of helping health and welfare. In the file are the core skills to work out. If it appears that the employee may qualify for the APL project, the practical trainer talking to the employee.

As team manager, assistant trainer and practice after the conversation positive, then the employee on the notification list to represent the APL program. It also has initiated a process for the participant to learn to gather evidence and experience.

### Purpose of the APL process is:

The achievement of all work associated with what competencies in the qualification file by helping health and welfare described. When all processes have been achieved, the approvals listed on certificate and experience the Dutch language test is passed, the member is eligible for the diploma of helpful care and welfare.

The experience certificate goes to the Board of Examiners for the competencies to be recognized for helping the diploma level 2 care and welfare.

Annex 1: Preliminary helpful care and welfare

## APL procedure care pathway (IG) (Level 3)

### **Who:**

Employee who is employed at a care or nursing department in the function of helping.

### **Condition:**

Employee performs work for some time in the field of caring.

Employee is at least 24 to 28 hours in service.

### **What steps are taken:**

Staff and managers have been talking to each other about the APL process for care. Team manager sees the employee that it has the qualities of the level of care.

Team Manager, the assistant secretary for the training and development.

Secretariat, the notification by the practice educator who owns the APL program.

### **Next steps:**

The practice educator talks to the team manager on the basis of the qualification dossier of caring. In the file are the core skills to work out. If it appears that the employee may qualify for the APL project, the practical trainer talking to the employee.

As team manager, assistant trainer and practice after the conversation positive. Then the employee on the notification list to represent the APL program. It also has initiated a process for the participant to learn to gather evidence and experience to do.

### **After the preliminary phase:**

P3 is used for a quick scan transfer. A quick scan shows a more complete picture of the processes controlled.



**Purpose of the APL process is:**

The achievement of all work associated with what competencies in the qualification file by caring (IG) is described. When all processes have been achieved, the approvals mentioned on the experience certificate, the Dutch language test and achieved a foreign language test, the participant eligible for the degree of care (IG).

The experience certificate goes to the Board of Examiners for the competencies to be recognized for the care qualification (IG) level 3.

Appendix 2:

Caring for pathway (IG)

## APL procedure pathway nurse (level 4)

### Who:

Employees who are employed in a care or nursing department in the role of caring.

### Condition:

Employee performs work for some time in the field of nursing.

Employee is at least 24 to 28 hours in service.

### What steps are taken:

Staff and managers have been talking to each other about the APL process for nursing. Team manager sees the employee that it has the qualities of the level of nursing.

Team Manager, the assistant secretary for the training and development.

Secretariat, the notification by the practice educator who owns the APL program.

### Next steps:

The practice educator talks to the team manager on the basis of the qualification dossier of nursing. In the file are the core skills to work out. If it appears that the employee may qualify for the APL project, the practical trainer talking to the employee.

As team manager, assistant trainer and practice after the conversation positive, then the employee on the notification list to represent the APL program. It also has launched a preliminary process to the participant learn to collect evidence and experience to do.

### After the preliminary phase:

P3 is used for a quick scan transfer. A quick scan shows a more complete picture of controlled processes.

### Purpose of the APL process is:

The achievement of all work associated with what competencies in the qualification file by nurse (level 4) is described. When all processes have been achieved, the approvals mentioned on the

experience certificate, the Dutch language test and achieved a key foreign language then the member is eligible for the diploma of nursing.

The experience certificate goes to the Board of Examiners for the competencies to recognize the degree Nurse level 4.

Annex 3:

Pathway for nurses

## Annex 1:

### Preliminary investigations for helping gather evidence consists of:

- Learning objectives and learning activities after obtaining these signed off by the practice supervisor
- A number of interviews with reporting
- Practice Contracts qualification level 2 vocational Helping out OVDB book (now called OVDB Calibris)
- Practice Assignments:
  - Part 202 Qualification: Care for the household
    - Ensure the power
  - Part 203 Qualification: Support ADL
    - Beauty 1
    - 11 Personal care
    - Assist in the excretion
    - Helping with mobility problems
    - Support respiration and temperature regulation
    - Helping to organize time
    - Assisting in daily activities
- This practice exercises with the practice supervisor agreed, on the implementation and the participant does the practice exercises in writing.

The practice educator and practical guide to accompany this process with the participant.

## Appendix 2:

### Pathway for care (IG) consists of gathering evidence:

- Core task 1: Provide care and support based on the care plan
  - Working 1.1 to 1.9
- Core task 2: Supporting the care recipient (s) based on the care plan
  - Work process 2.1 to 2.5
- Core task 3: Implement organization and profession-related tasks
  - Work process 3.1 to 3.4
- Work process 1.5 - Performs technical nursing actions and turns to procedures and protocols
  - The participant prior to the APL project participated in the training of technical nursing actions and obtained a certificate which is signed by an authorized expert.
- Practice Contracts qualification level 3 in Caring vocational OVDB book (IG) (now called OVDB Calibris)
  - The participant discusses the practice guide which choice they make to use the practice exercises.

The practice educator and practical guide to accompany this process with the participant.

## Annex 3:

**Preliminary investigations for a nurse (level 4) consists of gathering evidence:**

- Core task 1: Provide nursing care and support based on the nursing care plan
  - Working 1.1 to 1.8
- Core task 2: Supporting the care recipient (s) based on the nursing care plan
  - Work process 2.1 to 2.5
- Core task 3: Implement organization and profession-related tasks
  - Work process 3.1 to 3.5
- Work process 1.5 - Performs technical nursing actions and turns to procedures and protocols
  - The participant prior to the APL project participated in the training of technical nursing actions and obtained a certificate which is signed by an authorized expert.

The practice educator and practical guide to accompany this process with the participant.

## Appendix 4:

### Cost PAC:

In 2011, the cost of the APL process:

Help Make	€ 630.00 (ex VAT)
Helping	€ 690.00 (ex VAT)
Caring IG	€ 1,130.00 (ex VAT)
Nurse	€ 1,130.00 (ex VAT)
Exclusive exam fee	€ 75.00 (ex VAT)
Quickscan	€ 75.00 (ex VAT) Residency at level 3 and 4

Source: p3transfer November 2010

For each participant, the tax reduction law (WCL) is applied and € 325.00. This is automatically accounted for.

**The employer pays the costs:**

The cost of the APL project is paid by the employer. The participant receives from the employer APL a study contract process.

In this study agreement states that there is a drawback: if the participant intermediate stops or if the participant resigns.