NOTE: these guidelines are for any candidate who has already commenced or wishes to submit a previously completed piece of work/study/audit (no more than 3 years old).

British Association of Hand Therapists (BAHT)

## LEVEL III

## Accreditation of Prior Learning (APL)

## Application Form

## CV (suggested layout)

## Plagiarism / Statement of Ownership Form



Revised April 2023

This document replaces all previous versions.

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**BAHT Level III APL Application Form**

Please complete this form & tick checklist to ensure you have included all the information required. Return this electronically to the BAHT APL advisor baht.level3@gmail.com after confirming payment of the £30 registration fee with the BAHT Secretary. The fee must be processed before the ESC can consider the application (see payment details on page 6 of the BAHT Level III APL Guidelines).

|  |
| --- |
| Name of Candidate: |
| BAHT Membership number: |
| Contact email: |
| Contact address: |

|  |
| --- |
| I wish to apply for the APL process to complete (please circle) |
| Level 2 (2 points) Level 2 (4 points) Level 2 (6 points) |
| Level 3 (5 points) |

|  |
| --- |
| Title of project to be used for Level 3 points: |
| Year when project completed: |

|  |
| --- |
| Summary of project (no more than 500 words) |

I have paid the £30 application fee via (Please circle)

□ BACS Transfer □ Phone

Date Paid: …………………. BACS Reference: ……………………

Signature of candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of candidate:

**Curriculum Vitae (suggested layout)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of current role (250-500 words)** | |  | | |
| 1. **Professional Experience (250 words maximum)**  * Postgraduate experience in Hand Therapy * Years of experience * Location of work, responsibilities &, where appropriate, reflections * Present post including clinical, educational & managerial responsibilities. This section gives the candidate the opportunity to reflect on their role/s alongside their clinical expertise including assessment & treatment skills. | |  | | |
| 1. **Courses/Qualifications pertinent to Hand Therapy**  * Qualifications & dates (university, etc.) * Short courses, with subject/field & date(s) * BAHT validated courses | | Please list below any **relevant** courses attended or qualifications gained **with a short reflection for each example**  Please **scan & attach certificates** (where relevant) & cross reference to the list above. | | |
| Title of Course / Learning experience | Date Attended | | Brief reflection | Evidence Attached? |
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| 1. **Promotion of specialism / sharing of expertise**   Examples:   * in-service training planning & involvement * teaching both within the workplace & outside. * organisation of outside speakers * organisation of BAHT validated courses & teaching input * experience as an External Representative for BAHT, assessor / advisor for Level II / Level III projects & APL   Wherever practicably possible evidence of the above e.g. programmes, feedback from attendees etc. should be **scanned & attached to the application** & cross referenced within this form.  The assessors are also looking for demonstration of learning from the above in the examples given. | | Example 1 | | |
| Example 2 | | |
| Example 3 | | |
| 1. **Management Skills**  * experience in day-to-day management/organisation of caseloads within Hand Therapy services; * experience in supervising other staff e.g. colleagues, students, support workers; * experience in evaluation & audit pertinent to Hand Therapy.   Wherever practicably possible evidence of the above e.g. programmes, feedback from colleagues etc. should be **scanned & attached to the application** & cross referenced within this form. | | Example 1 | | |
| Example 2 | | |
| Example 3 | | |
| 1. **Personal contribution to development of hand therapy (500 words approx.)**  * personal statement by applicant   Other evidence could be:   * statement of research studies completed * presentations of research findings (publications &/or presentations at conferences)   The assessors are also looking for demonstration of learning from the above.  Wherever practicably possible evidence of the above e.g. programmes, feedback from colleagues etc. should be **scanned & attached to the application** & cross referenced within this form. | | Personal Statement | | |

**Appendix 3 – Plagiarism Form / Statement of Ownership**

Plagiarism is intellectual theft & is a serious form of cheating. It is the act of presenting as one’s own, the ideas (including images & designs), discoveries or judgements of another person. To copy extracts without full acknowledgement (whatever the medium in which the text or image is stored), from someone else’s work & to thereby convey the impression that they are one’s own is plagiarism. So is the paraphrasing – restating in one’s own words – of someone else’s ideas without full acknowledgement. We all utilise the ideas of others; we have a most serious obligation to acknowledge them meticulously.

**Plagiarism / Statement of Ownership**

A declaration of academic integrity

“I have read & understood the regulations on plagiarism & the work submitted is my own”

**Candidates Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO BE SUBMITTED WITH COMPLETED PROJECT**

Any queries regarding the BAHT level III process email:

[baht.level3@gmail.com](mailto:baht.level3@gmail.com)

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