

# Professional code of ethics for the Accreditation of Prior Experiential Learning (APEL) jury members

## Preamble

The APEL is an individual right. It allows every individual to receive accreditation of their prior non-formal and informal learning (professional, volunteer, or unpaid work). This accreditation is granted by a jury in order to obtain, all or part of a certificate or diploma which is considered, for professional purposes, the equivalent of a diploma obtained at school, university, continuing education or an apprenticeship and which is listed in the RNCP1.

The evaluation method and evaluation criteria of the APEL candidates are set by the rules of the specific diplomas or certificates.

The role of the jury members is to objectively evaluate a candidate's experience in order to accredit his or her knowledge, aptitudes and skills which are in direct relationship with the applied-for certificate or certificates. Jury members have complete authority to accredit totally, partially or to refuse certification.

## 1 – Professional code of ethics of jury members

### A Neutrality:

The APEL jury is not an examining jury at the end of a course, nor is it in a position of recruitment.

You must put aside all personal and/or professional interests.

In the event that you know a candidate personally you may not participate in the evaluation or deliberations of the jury.

### B Evaluation objectivity

After having analysed in a thorough manner the totality of the candidate's file you will evaluate all of the acquired skills arising from his or her experience without considering the status and the characteristics of the individual. This evaluation is to be done in accordance with the specific texts applying to the applied-for diploma (national requirements for a

professional certificate, decree establishing the certificate or a set of standards of activities and skills).

### C Respect of confidentiality :

You will respect the confidentiality of all information, of any kind, provided by the candidate for an unlimited time period, specifically any personal or professional data. **(J'ai traduit cette phrase telle quelle mais d'un point de vue d'interprétation les mots 'de toute nature' est limité après par la phrase 'et notamment ...' et une question se pose concernant d'autres informations.)**

You also agree to guarantee the confidentiality of the deliberations of the jury.

You will not divulge or release the results to the candidates.

### D Equality of treatment:

During the entire length of the evaluation procedure you will ensure that no element of a discriminatory nature upsets the consideration of a file. You will also ensure that you base your evaluation on the experience of the candidate globally and, that you adopt a neutral and understanding attitude.

You will respect the principle that it is possible for a candidate to obtain accreditation notwithstanding the uniqueness of his or her career path and the nature of his or her salaried, non-salaried or volunteer activities.

The presence of guiding support/assistance during the non-formal learning or its lack thereof should not be taken into account in the evaluation.

During the accreditation interview, which is neither a mid-term test of the candidate's knowledge nor an oral exam in a competitive examination or a final exam, your attitude should be neutral and understanding.

During the professional simulation exercise your attitude must be strictly neutral, please ensure that no factor of a discriminatory nature disturbs this neutrality.

The candidate must be allowed to carry out his or her activity freely, you will intervene only for security reasons.

### E) Jury unanimity :

You will support the jury's decision.

## 2 - Professional code of ethics of the jury president

You guarantee the respect of the regulatory framework of the certification, the professional code of ethics of the jury members and the methodological rules of the evaluation of the candidates.

You guarantee the serenity and the quality of the debates between jury members in order to reach a proposal that is as consensual as possible concerning the decision to accredit, or not, the prior experiential learning of the candidate.

You guarantee that each and every jury member is able to express his or her opinion freely.