

Policy/Procedure Name: Higher Education Recognition of Prior Learning Policy and Procedure

Policy/Procedure Number: HE005

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Role Responsible: Assistant Principal Curriculum

Approved by: Executive Team

1. Purpose and Scope

This policy and procedure applies to all students undertaking courses delivered at the Brooklands Technical College. The purpose of this policy is to ensure consistency of practice and adherence to the requirements of the award partner.

The term Recognition of Prior Learning (RPL) is a process used in higher education to recognise, and when appropriate, award module credit for learning undertaken prior to admission onto a course. It is possible for students to claim for modules to be awarded towards their course on the basis of previous academic, professional, vocational or experiential learning.

2. Definitions

There are two broad categories of prior learning recognised by the College:

2.1 Recognition of Prior Certificated Learning (RPCL)

RPCL refers to prior certificated learning where a student has passed courses that bear UK Higher Education credit and may be recognised by Credit Transfer.

The following types of prior learning are recognised:

- study at UK Higher Education institutions;
- credit or qualifications from non-UK Higher Education institutions;
- credit from qualifications on the Ofqual Register of Recognised Qualifications and qualifications on the database of the Scottish Credit and Qualifications Framework;
- other certificated learning (such as professional qualifications) at Higher Education level (see 5.2);
- study at a university overseas.

RPCL also refers to previous learning that would meet the requirements of HE-level study but UK HE credit or Regulated Qualifications Framework (RQF) credit has not been awarded.

2.2 Recognition of Prior Experiential Learning (RPEL)

RPEL is the identification, assessment and formal acknowledgement of learning and achievement gained outside formal education or training that is not usually certificated but is considered and recognised by the College RPL Panel for:

- admission to a programme at the named point of entry;
- exemption against specific modules;
- advanced standing.

Prior Experiential Learning may have taken place in a variety of contexts including:

- Higher Education programmes;
- work situations (paid and voluntary);
- training courses in formal (e.g. further education colleges) and informal settings, Continuing Professional Development (CPD) and web-based CPD;
- more generally, through a variety of life experiences.

3. Principles

This policy and procedure will be applied fairly and consistently and outcomes will be monitored and reviewed on an annual basis at the HE Panel. The following principles will be applied:

- RPL can be used towards the requirements of a named award up to two-thirds of the total credit requirements for that award, for pre-entry, post-entry or credit transfer applications.
- Information and guidance will clearly outline the roles & responsibilities and the process for making an RPL claim including preparation, submission and assessment of a claim for accreditation.
- Decisions regarding RPL are a matter of academic judgement. The decision-making Process and outcomes will be transparent and demonstrably rigorous and fair.
- Judgements will be made on the basis of recognised learning wherever it takes place, Subject to its identification and assessment and an appropriate evidence base.
- Recognition may only be given in line with the limits imposed by the awarding partner through the accreditation process.
- RPL can only be considered against levels 4 and 5 study.
- RPL claims can be made against single modules to a maximum of 50% of a level, or against a whole level.
- For RPCL claims, the prior study being considered for recognition should have been completed no more than 5 years prior to enrolment on the programme against which the credit is being claimed. This is subject to specific programme requirements.

All decisions will be subject to the College's processes for internal and external moderation and external examining. Information and guidance about plagiarism and other related regulatory requirements will be provided in the Course Handbook.

Learning that has previously been accredited in the award of another qualification cannot be accepted for RPL unless the award is a recognised stage in the progression to a higher award.

A system for tracking the progress of RPL students will be kept to monitor the effectiveness of the process.

Approval/annual programme evaluation and periodic review processes will ensure that RPL is embedded in programme specifications and handbooks/guidance material.

4. Process for applying for RPL

Applicants should first discuss their application with their Programme Manager who will be able to offer advice and support in preparing the application for RPL. Application forms should be submitted before the course begins, but not later than the first six weeks of the course commencing. This is because the relevance of prior learning may only become clear to an applicant after the course commences.

All completed application forms, along with supplementary evidence, should be delivered to the HE Coordinator. The application form is included here in Appendix 1.

The Programme Manager should establish whether learning as a result of the applicant's experience matches the learning outcomes of the unit(s) or module(s) for which credit is being claimed and is current. The findings should be recorded in Section Two of the application form before being submitted to the Higher Education Panel for consideration.

5. Criteria for Assessing Recognition of Prior Learning (RPL)

Decisions regarding RPL are a matter of academic judgement and are undertaken by the Higher Education Panel.

5.1 Membership of the RPL Panel

The RPL Panel will consist of the HE Panel members (i.e. for each course for which there is an RPL application) HE Coordinator to coordinate the process and ensure that there is a formal record of the meeting.

Meetings may be conducted virtually where necessary to facilitate timely decision making. Prompt consideration of applications is particularly important for applicants wishing to seek exemption from a whole level of study as part of the admissions process, and therefore it may be necessary to have more frequent RPL Panel meetings at the start of the academic year to accommodate this.

5.2 Criteria for Assessing Recognition of Prior Certificated Learning (RPCL)

Where an applicant has certificated learning that is at a lower level than the requirements for a particular programme of study, a decision to allow the applicant to join a programme at the normal entry point is made by judging the relevance of their learning in terms of whether it meets – or contributes to meeting - the entry requirements of the programme.

An applicant's certificated learning may also be judged as to its relevance in exempting an applicant from individual modules or a stage of study. A decision to accept credits gained elsewhere as counting towards credit accumulation for the programme of study can be made where an individual has completed the same module (or a complete course) that bears UK Higher Education credit.

To apply for RPCL, applicants must provide the HE Panel with original, official evidence of previous study. Evidence received via email or photocopy will not be accepted. If the applicant is unable to bring original documents to the HE Coordinator, the College RPL Panel can accept formally verified copies made by a solicitor. Credits will only be awarded

for periods of study that have been formally assessed and successfully completed. Credit will not be awarded for any compensated/condoned passes.

If the applicant's prior learning is not certificated, the College RPL Panel will assess the applicant's learning directly, either by requiring the applicant to take the normal progression assessments of the programme or by some other appropriate form of assessment.

5.3 Criteria for assessing Recognition of Prior Experiential Learning (RPEL)

A decision to exempt an applicant from one or more individual modules within the programme of study can also be made on the basis that the applicant has demonstrated achievement of the learning outcomes from the module through Experiential Learning. In assessing applications for RPEL, the College RPL Panel evaluates the application's:

- **Level:** The evidence that is presented and the learning that is claimed must be at the appropriate level.
- **Relevance:** There should be an appropriate match between the evidence of prior learning and the applicant's intended course.
- **Sufficiency:** The evidence submitted should demonstrate the achievement of the learning claimed and be sufficient to cover the learning outcomes of the module(s) on the intended course.
- **Currency:** The evidence should relate to current learning. This would normally be judged as learning that has been completed within 5 years of the claim.
- **Authenticity:** The evidence of prior learning should accurately and unambiguously uphold the applicant's achievements.

6. Recognition of Prior Learning Decisions

All RPL Panel decisions are communicated to the applicant within two weeks of the Panel meeting. If an RPL is rejected, the applicant will be informed in writing by the Chair of the RPL Panel and the applicant will be referred back to the Director of Curriculum/Programme Manager to determine a way forward with the application.

7. Recognition of Prior Learning Applicant Appeals Procedure

In order to safeguard the interests of applicants, the College has established a procedure for use when an applicant believes that their application has not been dealt with in accordance with the College's policies, principles and procedures. An applicant who wishes to lodge an appeal should refer to the Admissions Appeals procedure.

8. Recognition of Prior Learning Record

Details of a student's RPL are recorded in their electronic student record and on the diploma supplement (also known as a transcript) included with the qualification certificate.

Appendix 1.0 Application for Recognition of Prior Learning

Guidance for Completion of this form

Before completing the form, applicants should first discuss their application with their Programme Manager who will also be able to offer advice. Applicants should also read the HE Recognition of Prior Learning Policy and Procedure from which this document is included as an Appendix.

Applicants - Complete all the Tables in Section One, parts A,B,C,D

It is your responsibility to ensure that the form has been completed correctly. Please bring your completed form and any additional evidence (such as qualification certificates) to: HE Coordinator, Brooklands Technical College, Heath Road, Weybridge, Surrey KT13 8TT

Receipt of this form and supporting evidence will normally be acknowledged by the HE Coordinator (HEC) within 3 days of receipt by email. You can contact the HEC by email: info@brooklands.ac.uk. Note that credit cannot be awarded for a fraction of a module because applicants must be able to demonstrate the ability to meet all of a module's learning outcomes. For this reason, the minimum number of credits that can be considered for exemption through the RPL process is the smallest sized module within the programme on which the student intends to study. Typically, this value is 20.

Where courses have statutory, regulatory or professional body restrictions on entry criteria, these may take precedence over College RPL policy. These restrictions are noted in the entry criteria for the programme.

Programme Managers - Complete all Tables in Section Two.

HE Coordinator – Complete Section Three

Section One

Part A – Personal and Course Details To be completed by the Applicant

Full Name	
Date of Birth	
Contact Number(s)	
Email Address	
Contact Address	

UCAS PID or Brooklands Technical College ID Number	
Title of Course	
Year of Course	
Course Mode: Full Time or Part Time	
Part B - Type of RPL - To be Completed by the Applicant	
<p>Type of RPL</p> <p>Please indicate the type of recognition of prior learning for which you want to apply. Your Programme Manager will help you with this and detailed information is available in the HE Recognition of Prior Learning Policy and Procedure from which this document is included as Appendix 1.</p> <p>Please tick one box below</p>	
Recognition of Prior Certificated Learning (RPCL)	<input type="checkbox"/>
Recognition of Prior Experiential Learning (RPEL)	<input type="checkbox"/>

Part C – Application Details
To be Completed by the Applicant
<p>Application for Recognition of Prior Learning</p> <p>In the table below, please enter the Code, Title and Credit Value for the modules for which you are applying for RPL in the appropriate column. Your Programme Manager can help you with this.</p> <p>In the Evidence Column:</p> <p>If you are applying for Recognition of Prior Certificated Learning (RPCL): For each of the modules you have listed, please give details of the qualifications/courses taken previously that you wish to be considered for exemption (grades need to be included where applicable). Please also state the name and address of the institution(s) at which you studied. Please bring your original certificate(s) to the HESS Office (not a copy). The HESS Team will photocopy your original and return your certificate(s).</p> <p>If you are applying for Recognition of Prior Experiential Learning (RPEL): If you are claiming exemption from modules on the basis of experiential learning relating to knowledge gained in the workplace, please provide details of the type of work you believe supports</p>

your exemption for each module. Please also include the name, address and telephone number of the organisation(s) at which this experience was obtained and the name of an individual (such as a manager) that your Programme Manager can contact.

If you are claiming exemption from modules on the basis of experiential learning relating to knowledge gained in a non-work situation, e.g. coverage of module content through working with a society, for each module, please provide a statement outlining this knowledge and experience and why you believe it is appropriate. Please also include the name, address and telephone number of the organisation(s) at which this experience was obtained and the name of an individual that your Programme Manager can contact.

If your Programme Manager advised you to provide any further evidence (such as a portfolio of work), please append separately. Please note in the Evidence column (for each module as appropriate) the type of additional evidence you have appended.

Please tick this box if you have appended further evidence

Code/Credit Value	Module Type	Relevant Learning Outcomes	Evidence (Certificated or Experiential)

Part D – APPLICANT SIGNATURE

To be completed by the Applicant

Applicant Signature

Please sign in the space below and add the date you signed the form.

Signature:

Date of Signature:

Applicants: Please retain a copy of this form and supporting documentation. Documents supplied as part of the application process will not be returned. Where photocopies of documents are submitted, you will be required to provide the HE Coordinator with sight of the original documents in order to verify their authenticity.

Originals seen: Yes No

HE Coordinator Name and Signature:

Date seen:

Section Two

To be complete by the Programme Manager

Evaluation of Claim

Alignment of prior learning with course content and learning outcomes:

Please summarise how the prior learning aligns with the relevant element(s) of the course for which the applicant/student is seeking exemption (including equivalency of level, volume, subject content and learning outcomes)

Currency of prior learning:

Please confirm whether the prior learning remains current in terms of the content of the course (noting that prior learning should normally have taken place within the last five years and should meet the requirements of any relevant professional, statutory or regulatory body)

Programme Managers, please record your decision in the table below for each module. Note that your decisions will be reviewed by the RPL Panel to which you will be invited.

Module Code	Module Credit Value	RPL Exemption: Accepted or Rejected	If RPL Rejected, state reasons
Date:		Programme Manager Signature:	

**Section Three
To be completed by the HE Coordinator**

HE Coordinator to complete the table below and update Student Record

Date Form sent to RPL Panel:

Date of RPL Panel:

Panel Decision:

Date Decision Communicated to Applicant:

Date Student Record updated: