

## Higher Education Recognition of Prior Learning Policy and Procedure

Effective from	September 2024	Document number	
Formal review cycle:	Biennial		
Next formal review due	01 August 2026		
Policy owner:	Higher Education Manager		

### Approval required

SMT Y/N	Y	SMT approved/review date	August 2024
Governor Y/N	N	Governor approved date	N/A

### Publication

Website Y/N	Y	Intranet Y/N	Y	Student VLE Y/N	Y	Date published	November 2024
Audience		Staff, HE applicants					
Area/s of Staff Intranet		Strategies, policies and procedures					

### Changes made

Version	Author	Date	Section	Changes summary
2	Higher Education Manager	July 23	Whole Whole	Transferred to new template 'Accreditation' replaced with 'Recognition'
3	Higher Education Manager	July 24	Whole Recognition of RPCL/RPEL	Change to review schedule Addition of a limit to the age of the prior learning / experience

# Higher Education Recognition of Prior Learning Policy and Procedure

## Introduction

Craven College provides a student-centred environment that is responsive to the academic and vocational requirements of individuals of all ages and backgrounds, in which they may be empowered to reach their full potential. To widen participation in learning the College recognises the value of previous learning and experience.

The following details how the objectives of this policy will be met and identifies:

1. Purpose
2. Scope
3. Responsibilities
4. Communication
5. Implementation
6. Monitoring
7. Associated Documentation

## 1. Purpose

- To widen participation into higher education through the consideration of prior learning and experience
- To ensure that applications from students with non-standard entry requirements are considered fairly
- To provide clarity on how and in which circumstances prior learning will be accepted.

## 2. Scope

This policy is in place for anyone considering studying a Higher Education course at Craven College, allowing previous study (Recognition of Prior Certificated Learning RPCL) and life experience (Recognition of Prior Experiential Learning RPEL) to be taken into consideration during the application process. The policy aims to ensure fair and equitable access to Higher Education.

## 3. Responsibilities

- The Higher Education Manager has overall responsibility for applying this policy fairly and accurately and for the consideration of all RPL applications
- The Admissions team have responsibility to ensure applicants receive clear and accurate information regarding RPL applications
- The Admissions team have responsibility to ensure all applications are submitted to the Higher Education Manager for consideration and approval

#### 4. Communication

- The Higher Education Recognition of Prior Learning Policy and Procedure will be published on a standardised template
- The Higher Education Recognition of Prior Learning Policy and Procedure will be reviewed by the Higher Education Manager (owner) and the Quality & Compliance Lead (deputy owner) before being escalated to the approval process
- This policy will apply to all those applying to study higher education courses at Craven College. It will be the responsibility of the Admissions team to communicate the content of the policy with the students
- This policy will be published on the College's intranet and website

#### 5. Implementation

Claims for RPCL/RPEL will be judged on level, relevance, status, authenticity and currency. It is the student's responsibility to provide College with relevant details of previous attainments and unit/module learning outcomes.

**Level.** Level is defined in accordance with the National Qualifications Framework generic level descriptors for defining accepted tiers of learning achievement. In assessing the level of prior learning from institutions outside the UK, assistance will be sought from recognised authoritative public sources.

**Relevance.** For recognition of achievement, the prior learning must be relevant to the target programme of study. This means that it must be at a similar level, must have similar learning outcomes, and cover a similar knowledge and/or skills base. The level, learning outcomes and knowledge/skills base need not be identical, but they must be close enough to those in the target programme to allow the student to progress without the need to repeat the exempted study.

**Status.** Status refers to certificated learning (RPCL) only and requires that the learning has been assessed according to relevant criteria, and that the result has been formally documented, normally through the medium of a transcript or official letter. If status is uncertain, the student may be asked to provide additional evidence e.g. through a reflective statement.

**Authenticity.** The assessor will satisfy themselves that the evidence, e.g. certificate belongs to the student by seeing the original, or if it was in a different name, by also evidence of change of name e.g. a marriage certificate.

**Currency.** For prior learning to be current it must be no greater than nine years old and sufficiently contemporaneous to be still relevant to the subject. The definition of currency may vary between vocational areas and may need careful evaluation prior to the award of RPCL/RPEL. Evidence of continuing relevant/academic activity between the learning and application may be required in support of a claim for the currency of the learning. If the Course has additional Professional body accreditation their currency requirements will be followed.

Recognition of RPCL/RPEL

- Applications for RPCL/RPEL must be submitted at admissions stage
- Applications for RPCL/RPEL will be considered for entry to level 4 and level 5 courses

- Applications for RPCL/RPEL will not be considered for individual level 6 modules. Entry to level 6 courses require a relevant level 5 qualification
- Applications for RPCL/RPEL must be for credits no older than 9 years. Although the College may reject an application if the experience or study used in the application is less than 9 years old, but judged to be insufficiently current to enable the student to undertake, or re-start, their desired programme
- The minimum RPCL/RPEL credit claim that will be considered is 15/20 credits, i.e. one complete module/unit
- The maximum RPCL/RPEL credit claim that will be considered is 120 credits for a Foundation Degree or a HND
- No RPCL/RPEL is permitted for University Certificates & Diplomas of 60 credits

No RPCL/RPEL recognition may be counted towards the requirements of more than one academic award of the same type at the same level, therefore they will not be included in the calculation of the award classification.

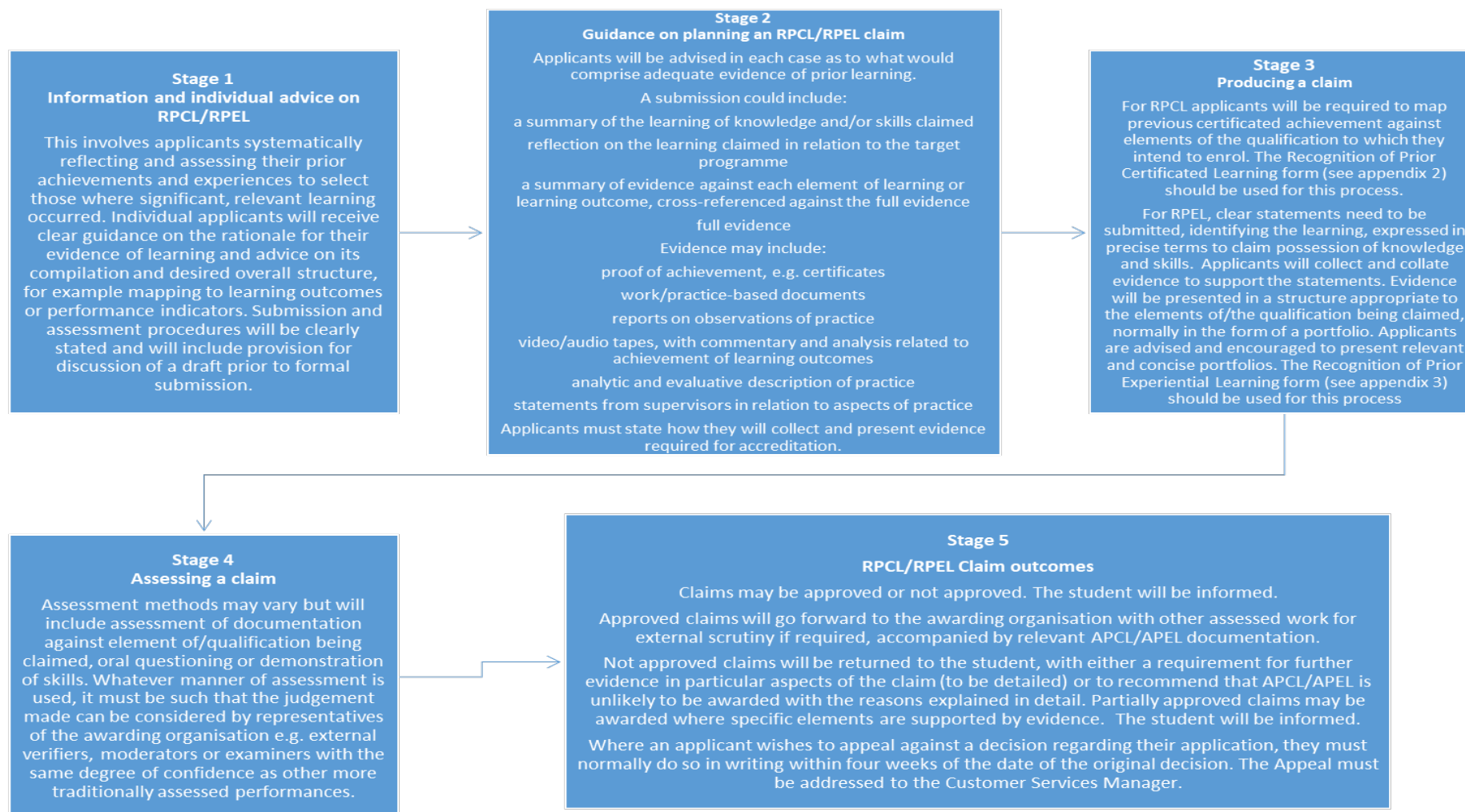
## **6. Monitoring**

The number of RPL applications and their outcome will be monitored annually and reported to the HE Operational Group

## **7. Associated Documentation**

- [HE Admissions Policy](#)
- [Recognition of Prior Certificated Learning form](#)
- [Recognition of Prior Experiential Learning form](#)

## Appendix 1: HE Recognition of Prior Learning procedure



## Appendix 2: Recognition of Prior Learning

Applicant name:

Course applied for:

Course studied to date:

Learning already achieved:

Date of achievement:

Course studied to date:	Course applied to:
Unit or Modules completed from: <i>Unit or Module Title and learning outcomes</i>	Mapping to unit or modules: <i>Unit or Module Title and learning outcomes</i>
<b>Credit:</b>	<b>Credit:</b>

*The modules above have been examined and cover similar or the same learning outcomes.*

*Authorised by the Higher Education Manager*

*Signature:*

*Date:*

### Appendix 3: Recognition of Prior Experiential Learning

**Applicant name:**

**Application:**

**Course studied to date:**

**Experience achieved:**

**Dates of experience:**

Experience claimed	Mapping to modules: <i>Unit or Module Title and learning outcomes</i>
<b>Credit:</b>	<b>Credit:</b>

*The experience above covers similar or the same learning outcomes.*

*Authorised by the Higher Education Manager*

*Signature:*

*Date:*