

Higher Education Recognition of Prior Learning Procedure

Version Control

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Revision History

Version	New/Replacement	Summary of Changes
1.0	New	New RPL policy developed with separate procedure
2.0	Revision	Procedure reviewed – For UCEN Manchester awards, link to Appeals policy added under section 1 -Introduction.

Purpose

1.1 This procedure will be of interest to staff, students and applicants wishing to make applications for accelerated entry onto, or within a programme of study in higher education. The procedure specifically makes clear the principles and processes that must be adhered to when making claims for recognition of prior learning (RPL), a process categorised into two distinct categories- experiential and certificated.

1.2 This procedure should be read in conjunction with the UCEN Manchester RPL Policy.

1.3 RPL is a process for accessing and, as appropriate, recognising prior experiential learning or prior certified learning for academic purposes. This recognition gives the learning a credit value in a credit based structure and allows it to be counted towards the completion of a study programme and the award(s) or qualifications associated with it.

If you need any further advice on how this procedure works, you should contact the UCEN Manchester Academic Services team.

Department Contact: UCEN Manchester Directorate Tel: 0161 674 1400

This document is available in alternative formats on request to the UCEN Manchester Directorate at HE@ucenmanchester.ac.uk.

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1. Introduction

This procedure sets out the key principles and processes relating to recognition of prior learning (RPL).

Its content provides clarity regarding the rights and responsibilities within the RPL process for:

- i. applicants wishing to gain accelerated entry into higher education
- ii. students currently enrolled at The Manchester College/UCEN Manchester wishing to gain exemption from a module(s) not yet studied
- iii. staff supporting applicants or students making a claim
- iv. the Panel responsible for making RPL decisions

The procedure is written with regard to the codes and regulations as defined by the following awarding bodies:

- i. Manchester Metropolitan University
- ii. Sheffield Hallam University
- iii. Pearson
- iv. University of Huddersfield
- v. Skills and Education Group Awards at Level 4 and above

In every instance the final arbiter of any RPL application will be the awarding body. [Appeals](#) can be made to Pearson in relation to an RPL outcome undertaken by the UCEN Manchester. Appeals in relation to UCEN Manchester Awards should be made under the [Appeals Policy](#).

2. Activity underpinning the RPL Process

2.1 The following activity underpins the RPL process and ensures that the process can be managed effectively in a quality assured environment. UCEN Manchester undertakes to:

- Develop an RPL Policy for the college derived from QAA guidelines;
- Develop an appropriate infrastructure included the development of tracking and recording systems and training and developing staff for specific roles and responsibilities within the RPL process;
- Implement the RPL process as widely and effectively as possible through defined procedures;
- Monitor, review and evaluate the RPL process, the related procedures and the outcomes achieved.

3. Roles and Responsibilities

UCEN Manchester has clearly defined roles and responsibilities for staff engaged in the RPL process and will provide a procedure for engaging, training and developing staff in undertaking roles and responsibilities within the RPL process.

4. Regulations Governing the Award of Credit for Prior Learning

All aspects of the RPL process are conducted within the UCEN Manchester policy and academic regulations. For externally validated courses, the processes are governed by the external awarding body regulatory frameworks.

5. Stages of the Procedure

5.1 Stage 1

5.1.1 Applicants are informed of the UCEN Manchester RPL scheme in pre-entry publicity material. The first stage is to contact the Programme Leader to discuss potential evidence sources and procedure.

5.2 Stage 2

5.2 Guidance and Advice

- The Programme Leader or nominated representative discuss RPL process with student
- Identification of learning achievements the student is seeking recognition for and within which named programme
- Identification of which modules/ level to be credited
- Identification of appropriate evidence to support the claim

5.3 Stage 3

5.3.1 Preparation and Submission of RPL Claim

The third stage requires the student to:

- Demonstrate the learning achieved
- Gather evidence about previous qualifications and experience
- Complete RPL Claim Form **Appendix 1**

5.3.2 Examples of evidence

For RPCL:

- Certificates of achievement with transcripts
- Module specifications

For RPEL:

- Practice based documentation

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- Reports on observations of practice
- Artefacts
- Portfolio
- Video/audio evidence
- Analytic and evaluative description of practice
- Statements from supervisors in relation to aspects of practice

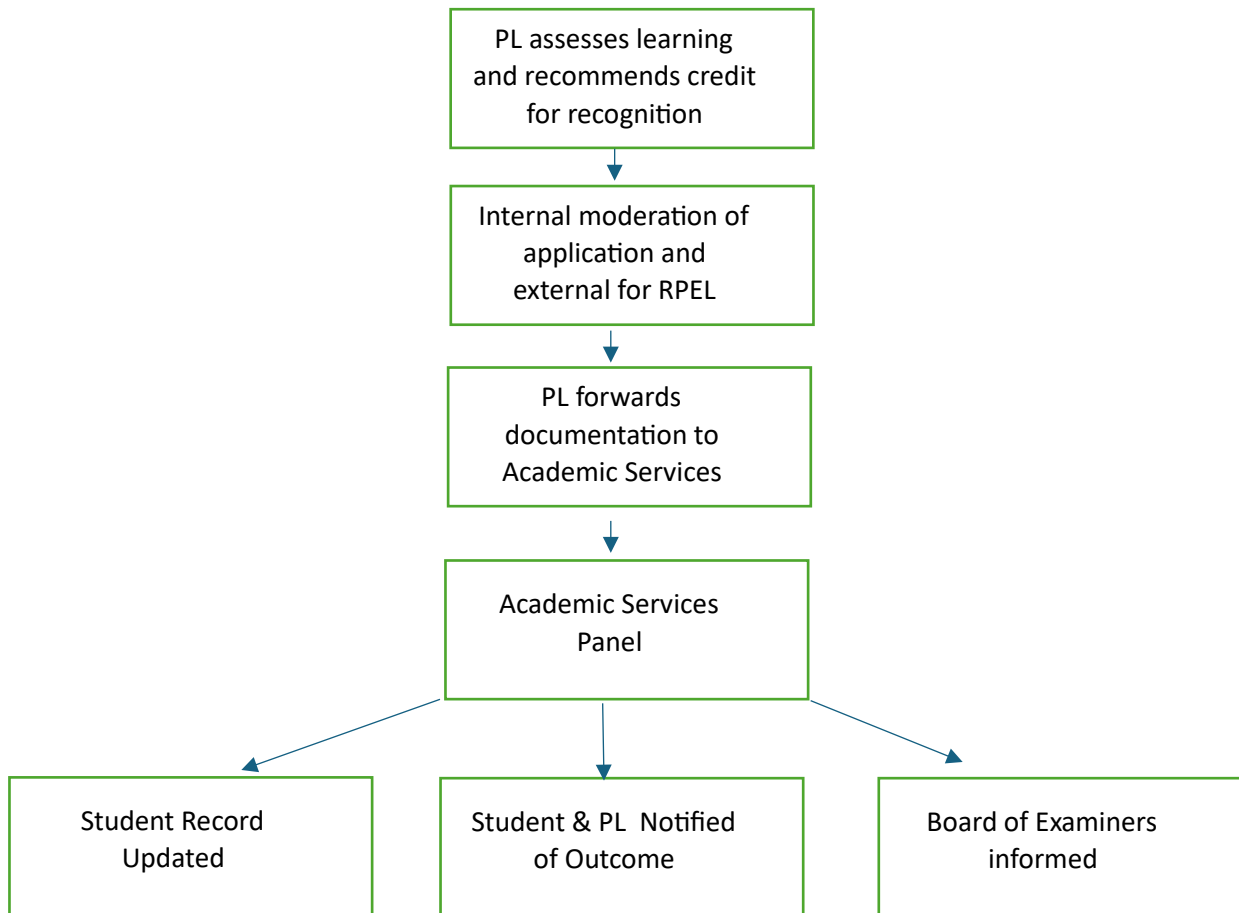
5.4 Stage 4

5.4.1 Assessment of Claim

Claims for RPL will be evaluated against the following criteria:

- Acceptability** - is there an appropriate match between the evidence presented and the learning being demonstrated? Is the evidence valid and reliable?
- Sufficiency** - is there sufficient evidence to demonstrate fully the achievement of the learning claimed?
- Authenticity** - is the evidence clearly related to the applicant's or student's own efforts and achievements?
- Currency** - does the evidence relate to current learning? Are there any professional, statutory or regulatory bodies' specific requirements and, if so, have these been addressed?
- Directness** – was the learning specific? Can it be identified and categorised?
- Relevance** – is the learning relevant to the claim/future programme?
- Level** – did the learning reach the appropriate level to allow the learner to benefit from the proposed programme?
- Breadth** – was the learning in a context understood by the learner?
- Volume** – was the prior notional learning time, or academic credit, equivalent to the amount of credit being sought for exemption? .42

5.4.2 Assessing the evidence



5.4.3 Academic Services Panel

The Academic Services Panel will be convened to confirm claims for recognition. Membership will include the Head Registry and at least two Academic Service Officers. The role of the panel is to assure that appropriate procedures have been adhered to and that there is consistency of decisions. All recommendations for RPL are presented to the next appropriate Board of Examiners.

5.4.4 Confirmation of Credit Recognised

UCEN Manchester conducts this part of the process through the Board of Examiners which normally convenes at least 3 times per year. The role of the Board is to confirm decisions of the RPL panel.

5.5 Stage 5 Monitoring, Review and Evaluation

5.5.1 Information and Record Keeping

Information and record keeping has 3 interrelated roles:

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- Supporting the student
- Measuring the efficiency of the process
- Providing an audit trail for quality assurance purposes

5.5.2 Monitoring

The tracking of all RPL applications will enable UCEN Manchester to know at all times, the stage at which the student is. The system will be monitored to enable review of its effectiveness.

5.5.3 Evaluation

An analysis and evaluation of RPL applications will be fed into the annual review process and reported through the deliberative committee structure.

Further details on the process and a request for an application form should be made to UCENAdmissions@ucenmanchester.ac.uk.

6. Appendix 1: Application for approval of credit recognising prior learning (RPL)

Surname:	Forename(s)
Address:	
Email address:	

Present employer (if relevant):	Post held:
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UCEN Manchester Programme Title:	
Programme Start Date:	
RPL Programme Title and Awarding Body:	

Appendix 1 RPL Form

MODULE TO MODULE MAPPING TABLE (please expand as required)					
Pearson Higher National Unit	Module Title		External Unit/Module - equivalents	Module Title	
	Level			Level	
	Credits*			Credits*	
Learning Outcomes:			Learning Outcomes:		
Course/ module content:			Course/ module content:		

Amount of Credit intending to be claimed:	
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Please provide any other detail in support of your claim:

Student signature:

Date:

(This form may be submitted electronically, which will be constituted as a signature, and any false declaration treated appropriately)

**Director/Head of
Department signature:**

Date:

**Chair of Academic Services
Panel signature:**

Date: