TITLE	REF	VERSION
Recognition of Prior Learning Procedure (Higher Education)	HEPRO006	5

DEPARTMENT	Higher Education		
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Higher Education Recognition of Prior Learning Procedure

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1. Procedure Statement

1.1. Activate Learning recognises that learning may take place in a wide variety of contexts, including via formal certificated learning, self-directed study, and through professional or life experiences.

1.2. This Recognition of Prior Learning (RPL) procedure is designed to support you in recognising learning which you may have undertaken formally or informally, supporting Activate Learning's aim to widen access and participation in higher education.

1.3. The following Recognition of Prior Learning procedures will apply to all applicants:

2. Stage 1: Awareness raising regarding RPL – information, advice and guidance.

2.1. Prior to applying for RPL, you will need to know about:

- How to apply via the RPL process
- What types of evidence you'll need to provide
- Any limitations associated with RPL e.g., maximum number of credits
- Sources of professional support and guidance available to you
- The administrative processes for RPL applications
- Timelines, appeals processes, and any associated fees

2.2. For further information, advice and guidance on our RPL process and requirements, please contact the Higher Education team at: AdminHE@activatelearning.ac.uk

3. **Stage 2: Pre-assessment** – gathering and presenting evidence.

3.1. When you decide to apply for RPL, it is vital that you are fully informed of the RPL process and have sufficient support and time to make a viable claim and to make decisions about evidence collection and presentation for assessment.

3.2. Applications for RPL should be submitted using the RPL Application Form. An example is included in Appendix 1.

3.3. Evidence for Recognition of Prior **Certificated** Learning (RPCL) based on previous qualifications, should include:

- copies of relevant certificates
- course documentation evidencing content, learning outcomes and level of study
- details of module results (for example via an academic transcript or equivalent).

3.4. Evidence for Recognition of Prior **Experiential** Learning (RPEL) based on relevant experience rather than qualifications should include:

3.5. a personal reflection on relevant learning experiences and how these have furthered your understanding of the relevant subject area.

3.6. clear statements about the learning achieved through these experiences and how this relates to the learning outcomes for the relevant element(s) of the programme of study for which you are seeking exemption.

4. **Evidence to support these statements**, which might include:

- Confirmation of job responsibilities and job description by a line manager
- A record of achievements
- Details of specialist training / skills
- Contact details of referees who can comment on the applicant's achievements

5. In applying for RPEL, the evidence you provide must be:

5.1. **Authentic and genuine** – the RPL Assessor must be confident that the evidence presented clearly relates to the applicant's own effort and achievements and that it has not been produced by anyone else.

5.2. **Current** – the RPL Assessor must be confident that the evidence presented relates to current learning i.e. within the last 5 years. Where the qualification, professional, statutory or regulatory body have specific requirements and/or time limits for the currency of evidence, certification, or demonstration of learning, these should be clear and transparent.

5.3. **Relevant** – the RPL Assessor must be confident that the evidence presented is relevant to the course being applied for (for admission) in relation to the learning outcomes/assessment criteria and level of study.

5.4. **Reliable** – the RPL Assessor must be confident that the evidence is dependable and trustworthy and that a different assessor would reach the same conclusion regarding the evidence presented.

5.5. **Sufficient** – the RPL Assessor must be confident that there is enough evidence to meet the entry requirements (for admission) and for full module(s)/unit(s) that there is sufficient evidence to demonstrate fully the achievement of the learning outcomes being claimed.

5.6. **Valid** – the RPL Assessor must be confident that the evidence presented is clear, convincing and transparent and that there is a link between the learning being evidenced and the outcomes against which recognition is being sought.

5.7 Evidence of your prior experiential learning should be submitted via the RPL Application Form. Alternative forms of assessment may be employed to suit the needs of individual courses, modules/units (including structured interviews, presentations, or other assessment tasks) e.g. if you are applying for RPEL for admission to a single registerable module/unit or short course, this may only require an interview.

5.8 Please note that interviews or presentations should be recorded so that there is a reproducible record evidencing the demonstration of prior learning.

6. Presentation of evidence

6.1. You should present your evidence in a logical and accessible format using the RPL Application Form, which clearly shows how your experience is equivalent to the entry requirements (for admission) or meets the learning outcomes (for module(s)/unit(s)).

6.2. Your claims will be assessed by an academic member of staff (RPL Assessor). You will be supported throughout the process, advised if any additional information is required and given an indication of time the assessment will take to complete, which is **normally no longer than 20 working days.**

7. Stage 3: Assessment / documentation of evidence.

7.1. Assessment as part of RPL is a clear and structured process. It involves collecting and reviewing evidence of your previous learning or experience and comparing it to the learning outcomes of the relevant course, module, unit or assessment.

7.2. Assessment must be valid and reliable to ensure the integrity of modules/units and qualifications and the RPL system as a whole. The assessment process for RPL must be subject to the same quality assurance processes of awarding organisations as any other part of the assessment process. The evidence which contributes towards your claim for credit via the RPL process should be internally and externally verified and all achievement documented as for conventional student achievement, all RPL – related achievement should be marked as such in all documentation.

7.3. In making judgements, claims for RPL will be evaluated against the following criteria:

Level	Is the prior learning at a level that is at least equivalent to the relevant element of the programme of study for which the applicant is seeking exemption?
Relevance	Is there an appropriate match between the evidence presented and the prior learning that the applicant is seeking to demonstrate? Is the prior learning specific? Can it be identified and categorised?
Currency	Does the evidence relate to current learning within the last 5 years? Does it meet course validation and/or PSRB time limits in terms of currency of prior learning?
Sufficiency	Is there sufficient evidence to demonstrate full achievement of the learning claimed?
Authenticity	Is the evidence valid and reliable? Does it clearly relate to the applicant's own efforts and achievements?

7.4. For Higher Technical Qualifications (HTQs), e.g. Higher National Certificates and Diplomas delivered only in England, the assessment must ensure that relevant Knowledge, Skills and Behaviours (KSBs) are achieved when using the RPL procedure.

8. Stage 4: Notification of outcome(s)

8.1. If you are applying for RPEL for admission, you will be notified of the outcome of your application by the RPL Assessor. Where you are applying for RPL for credit, you will be notified of the outcome of your application (including the level and volume of credit being awarded) by the RPL Assessor. See Appendix 2 for an example.

8.2. Once a complete application documenting the claim has been received, you will normally receive a decision within 20 working days.

9. Stage 5: Awarding credit.

9.1. The awarding organisation, e.g. university, is ultimately responsible for deciding whether credit can be given for your prior learning, and any credit awarded will be noted by the appropriate board of examiners and recorded on your student record.

9.2. Any claims for credit via RPL will be identified as such to ensure that the appropriate amounts identified in the rules of combination for qualifications are not exceeded. This will be recorded

as RPL as opposed to normal assessment methods and on the claims for credit towards a full qualification.

9.3. Certificates, where appropriate, may be awarded with RPL credits being identified as such, and RPL will then be recognised on credit transcripts.

10. Stage 6: Appeal

10.1. There is no right of appeal except on grounds of procedural irregularity. Where your application is rejected (in full or in part), correspondence on the outcome will include feedback from the HE Programme Coordinator or equivalent on the reasons for this decision and provide information and guidance on the options available, which may include further learning or development. The feedback should also highlight your right to make a complaint in accordance with Activate Learning's Customer Compliments Comments and Complaints Policy

11. Monitoring and evaluation

11.1. Activate Learning will monitor and evaluate the effectiveness of the Recognition of Prior Learning Policy and reflect upon the outcomes for enhancement purposes as part of its regular cycle of policy review. This review will draw upon audits of RPL documentation and feedback on the RPL process from those involved.

11.2. This is intended to ensure that decisions regarding RPL are valid, reliable, and consistent across the institution, in accordance with the requirements of this Policy.

12. Identification and handling of fraudulent applications

12.1. Activate Learning is committed to maintaining academic integrity and ensuring the credibility of the RPL process. Fraudulent applications for RPL will be identified through rigorous verification processes, including the authentication of submitted evidence, cross-referencing with authentic sources, and internal assessment reviews.

12.2. Any instances of fraudulent applications may be handled in accordance with Activate Learning's academic misconduct policies and procedures or disciplinary procedures. This

may include disciplinary actions such as revocation of RPL credits, academic penalties, and further investigation as warranted by the severity of the misconduct.

References

Other policies or procedures referring to this procedure include:

- Recognition of Prior Learning Policy
- Admissions Policy
- Compliments, Comments and Complaints Policy
- Compliments, Comments and Complaints Procedure
- Fees Policy
- Assessment and Internal Verification Policy
- Assessment and Internal Verification Procedure for Higher Education

If this document is required in an alternative format, please contact: complianceteam@activatelearning.ac.uk

Appendices

- Appendix 1: Recognition of Prior Learning Application Form
- Appendix 2: Programme Coordinator Declaration

Appendix 1: Recognition of Prior Learning Application Form



Application for Recognition of Prior Learning (RPL)

Please confirm that you have read the Recognition of Prior Learning Policy and Procedure by stating 'YES' here:

Student Name			
Student ID			
Correspondence Address			
Phone Number			
Email Address			
Programme Title/Code			
Mode of Study (highlight mode as appropriate)	**Full-time**	**Part-time**	**Distance Learning**
Date of Application			

Details of modules for which exemption is being requested.

Module Code	Credit Value	Level	Module Title

For students applying for the Recognition of Prior Certificated Learning (RPCL)

If you are claiming Recognition of Prior Certificated Learning (RPCL) for awards or qualifications already gained, please complete the section below and attach the original certificates or transcript.

To aid the consideration of your claim please also provide the following information/documentation*:

- details about syllabuses, assessment and which components of the award/qualification were successfully completed.
- details of any credit awarded for your previous learning.

**Documentation is expected to be in English.*

Title of Award/Qualification	Grade(s) Achieved	Name of Awarding Body	Dates and duration of study	Mode of Study (full-time, part-time)	Credit Points and Level

For students applying for the Recognition of Prior Experiential Learning (RPEL)

If you are applying for Recognition of Prior Experiential Learning (RPEL), **you must** discuss the exact requirements/evidence base of your application with the Programme Co-ordinator and agree documentation required and deadlines for submission.

In the first instance, applicants must complete the section below outlining:

- courses against which the experiential learning might be counted.
- an outline of the nature of the experience and its relevance to the programme.
- where the experiential learning took place.
- when the learning took place.

Module Code and Title for which exemption is being requested	**Nature of experience and relevance to the Module / Programme**	**Where and when the learning was undertaken**	**Supporting evidence*** (to be discussed with the Programme Coordinator **prior** to submission)

**Examples may include work experience, volunteer work, professional development activities, or other relevant personal experiences*

Please add any additional information in support of your request below

Student Declaration

Please check and confirm that:

- All the information given in this application is true.
- You are the author of any evidence submitted for RPEL assessment.
- Such experiential learning has not already been used to gain academic credit towards an award at this or another institution.

- That to the best of my knowledge and belief I have, where appropriate, observed all copyrights and other rights belonging to other parties.

I understand that the RPEL assessment will need to be seen by various parties in connection with the assessment of content and for other related administrative and academic purposes, but I expect that any commercially or professionally sensitive information to be treated in confidence.

Signature:

Date:

Appendix 2: Programme Coordinator Declaration

Having considered this application for RPL, I can confirm that:

- RPCL - I have seen the original documentation (certificate/ transcripts/ letter from employers etc.) Authenticated copies are attached.

AND/OR

- RPEL – this application was assessed by the following (tick as appropriate)
    - a focused interview.
    - a simulation exercise.
    - a practical demonstration.
    - diagnostic or written tests.
    - special assignments

Recommendation of Programme Coordinator

a) Exemption to be awarded for the following modules and the session in which study will occur:

Module Code	Module Title	Level	Credit Points	Academic Session

b) Exemption NOT to be awarded for the following:

Module Code	Module Title	Level	Credit Points

Reasons for Rejection
This claim is rejected in full or part because:

c) Further evidence/information is required before a decision can be made as below:

Further evidence/information required

Name: Date:

Position: