
Document title: Recognition of Prior Learning (RPL) Policy

Document Version Number: V1.2

Office/department responsible: Admissions

Policy Statement/Purpose

This policy details the process for a student to apply for Recognition of Prior Learning requirements and how their application is assessed.

Who Needs to Know This Policy

Staff involved in the admissions process, Heads of Schools and Course Tutors.

If you have any questions on the policy, please send an email to: admissions@tkh.edu.eg

Policy Guidelines

Introduction

In addition to students applying normally to TKH with acknowledged qualifications, Recognition of Prior Learning (RPL) is the process by which a student can obtain credit towards a qualification for something which has been learnt in the past. It is possible to be exempted from certain modules, or even several years of study of a course. To gain RPL a student must prove that he/she has the relevant knowledge and that it is sufficiently recent ('current').

- Learning may be considered from previous modules which were assessed and for which the student has a result transcript.
- Learning may be included from work experience for which the student has to provide evidence. This is sometimes known as RPEL: Recognition of Prior Experiential Learning.
- A student may request entry to a university degree course joining at a later year using a previously completed and recognized obtained qualification. This is known as 'entry with advanced standing' and is considered by the admissions team at TKH along with Coventry University.

To be awarded RPL the student must provide evidence that the knowledge and skills match against the learning outcomes of the relevant part of the course.

The amount of RPL that can be claimed.

The limits to the amount of RPL that can be awarded are:

1. Up to two-thirds of the Foundation year or a degree qualification.
2. Results obtained whilst studying an award at the same level or at a higher level than the one applied for cannot be claimed for RPL. However, if a student has gained an exit or interim award which is at a lower level than that being studied this could be used for RPL towards the higher award.

For example, if a student has a Bachelor's degree, modules from that cannot be used as RPL towards another Bachelor's degree or for a lower qualification. Similarly, if a student has a Master's degree modules from that cannot be used to gain RPL towards a Bachelor's degree. However, if a student has a Certificate of Higher Education modules from that can be used to gain RPL towards a degree. In this case if the student leaves our course without completing the degree an award of Certificate of HE could not be made. Similarly, a Postgraduate Certificate or Diploma may be used to gain credit towards a Masters award.

3. A special case is where a student has an Ordinary degree awarded by Coventry University. In this special case up to 300 credits from the Ordinary degree can be considered provided that the learning

from the Ordinary degree meets the usual requirements for currency. This does not apply to Ordinary degrees from other institutions.

4. A student is eligible for an interim award (e.g. Diploma of Higher Education as an exit award from an Honours degree) only if at least one third of that award was completed at TKH.
5. Notwithstanding 4 above, if a student is admitted to level 6 of an undergraduate programme, he/she may be awarded an ordinary degree as an exit award provided that:
 - a) the student has registered for the full diet of 120 credits at level 6;
 - b) the student has gained at least 60 credits from the Stage 3 work.A student who fails to complete at least 60 credits in this way is not eligible for any award but will be given a transcript showing the credits which he/she has obtained.
6. Some subject areas may not be able to award RPL or may only be able to give it for certain modules because of professional body requirements.
7. RPL cannot be given for part of a module.

RPL grades

RPL is given for achieving the learning outcomes which is a threshold standard (bare pass). The transcripts of students given credit by RPL show the relevant module(s) or Stage(s) as having been passed by RPL; the student's achievement is recorded as a pass, not as a percentage or numerical mark. Modules awarded by RPL are excluded from any calculation of classification for the final award.

Applying for RPL

1. The student should contact the Admissions Office who will provide them with a copy of this policy and directs them to the Course Leader for support to discuss what modules or stages can be considered for RPL and the evidence required.
2. If the student wishes to proceed with an RPL application the course Leader will help the student and provide information about the learning outcomes of the module(s) and/or the Level(s) being considered. The Course Specification and relevant module descriptor(s) may be useful.
3. Advice to the student from the Course Leader should include:
 - a) what the learning outcomes really 'mean'
 - b) how they are achieved and assessed in the course
 - c) what sort of evidence would be appropriate
 - d) how the form should be completed.
4. The student completes the relevant forms, attached at the end of this policy, and submits them to the Admissions Office by the agreed date.
5. The Admissions Office submits the RPL request form and evidence to the Head of School for consideration by the Head and the Course Leader.
6. They make one of the following decisions:
 - a) to recommend that RPL is awarded as requested
 - b) to award limited RPL
 - c) to award no RPL
 - d) to seek further evidence from the student in respect of some aspect(s) of the application
 - e) to set a test to ascertain whether the student has achieved some aspect(s) of the learning outcomes and/or whether that learning is current. This test may take any appropriate form including a timed assessment, a piece of coursework or an interview.

If the decision is to recommend the award of RPL, the Head of School will contact the relevant Link Tutor at Coventry University with the recommendation and the evidence. The Link tutor will undertake a separate investigation and return the result to the Head of School. The Head of School informs the Admissions Office who will formally inform the student.

Examples of appropriate evidence

Appropriate evidence will vary from module to module and person to person. Anything which shows that the student has achieved the learning outcomes may be appropriate.

The assessment of the application will also consider the currency of the learning. As a general guide the evidence offered for an RPL application will have been gained less than 5 years ago.

Examples of the kind of evidence which could be used are:

- a training course for which the syllabus is available along with evidence that the student passed the course
- a report written by an employer showing evidence that the student can analyse complex information and has knowledge of a particular topic
- organising a fund-raising programme for a voluntary group may show evidence of project management – this would probably have to be written up specially for the RPL application
- a presentation given to any group of people could show evidence of knowledge of a topic, presentation skills and analytical ability. It might be necessary to supplement the presentation with a brief explanation about how it was prepared.

Alternative Methods of Assessment for RPL claims

The standard method by which RPL claims are submitted and assessed is through paper-based evidence. However alternative methods such as a presentation, interview, physical artefacts and audio and video materials may be used where:

- the subject matter and the learning outcomes make this appropriate.
- the student has a disability for which an alternative mode of assessment is reasonable adjustment. In such a case the alternative mode of assessment should be one which would be acceptable to the University for a registered student in respect of standard assessment processes.

Timing of RPL applications

Most people apply for RPL at the same time as they apply to enter the course, however RPL applications can be considered for RPL for individual modules after the course has started.

Appeals

Applicants for RPL may appeal against the result using the University's standard appeals procedure. This is the appropriate procedure because RPL is an assessment decision.

Origination Date: August 2021

Next Review Date: September 2022

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for workflow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		

Application for Recognition of Prior Learning (RPL) for one or more levels of the course

This form must be completed by the student following discussion with the Course Leader. Please read the TKH RPL policy which is available on our website. You should contact the Course Leader the details of the course including the learning outcomes for the level(s) for which you are seeking RPL. Learning outcomes are statements of what a student should know, understand or be able to do at the end of the Level. This form must be returned to the Faculty Support Officer in your School. If you are uncertain who this is the Course Leader will be able to help you. You are advised to allow 4 weeks for the RPL process to be completed.

The Course Leader may require that the student’s learning is also mapped against the learning outcomes of one or more individual modules – especially core modules. In this case the form, “Application for Recognition or Prior Learning (RPL) for one or more modules’ must also be used.

Student’s name:

Student’s TKH ID number:

Course for which you are seeking RPL:

Name(s) of the Course Leader and/or other member of academic staff who gave you advice:

Stage	Learning outcomes of the Stage (copy these from the Course Specification. Put each learning outcome in a separate line on the table)	Summarise the evidence you are bringing forward to show that you have already achieved the learning outcomes of the Stage(s). Do this for each learning outcome in turn and attach the evidence.
<i>Example - Stage 1</i>	<i>Knowledge and understanding of the basic principles of basket-weaving</i>	<i>The Basket-Weaving course I took at work covered all the basic issues and I followed this up with a project applying what I had learnt to improve the way we designed our ornamental basket-weaving</i>
	<i>Ability to work in a team to achieve an agreed goal</i>	<i>The project was done in a group of 6. I was the group leader</i>
	<i>Ability to present an argument clearly in written form</i>	<i>I wrote a report on the project for my boss with recommendations for improvements</i>

List the evidence you have attached and state the year from which it dates. Certificates must be originals, not copies.

1. *Example – syllabus of Basket-Weaving course taken at work, 2018, and certificate to show I passed with merit*
2. *Example - report on our ornamental basket-weaving project for my boss, 2019*

Student's declaration

I apply for RPL as indicated above. I certify that the evidence I have submitted is true and accurate and that it reflects my own work. I understand that if this application is found at any stage to be dishonest or inaccurate, I can be required to leave the University. I have read and understand the University's RPL Policy. If applicable I agree to pay the required fee (detailed in the Policy).

Signed:

Date:

For use by the School Faculty Support Officer

Date sent to Course Leader:

Date result and CU confirmation received from Course Leader:

If this is new TKH student send this form, all the supplied evidence and result from the Course Leader and Coventry University to the Admission Team.

If this is an existing TKH student send this form, all the supplied evidence and result from the Course Leader and Coventry University to the Registry Team.

Date Confirmation of result received back from Admissions/Registry:

Agreed RPL decision:

Course Leader informed of result of application so that student can be informed.

Application for Recognition of Prior Learning (RPL) for one or more modules

This form must be completed by the student. The RPL policy available on our website will help you complete the form. The Course Leader in the School you are applying to will be able to provide the details of the course including the learning outcomes for the module(s) for which you are seeking RPL. Learning outcomes are statements of what a student should know, understand or be able to do at the end of the module. This form must be returned to the Admissions Office. You are advised to allow 4 weeks for the RPL process to be completed.

Student's name:

TKH ID Number:

Course of study for which you are seeking RPL:

Name(s) of the Course Leader and/or other member of academic staff who gave you advice:

Student's declaration

I apply for RPL as indicated above. I certify that the evidence I have submitted is true and accurate and that it reflects my own work. I understand that if this application is found at any stage to be dishonest or inaccurate, I can be required to leave the University. I have read and understand the University's RPL Policy.

Signed:

Date:

Module code	Module title	Credit value	Learning outcomes of the module (copy these from the module description. Put each learning outcome in a separate line on the table)	Summarise the evidence you are bringing forward to show that you have already achieved the learning outcomes of the modules. Do this for each learning outcome in turn and attach the evidence.
<i>example</i>	<i>Introduction to Basket-Weaving</i>	<i>20</i>	<i>Knowledge and understanding of the basic principles of basket-weaving</i>	<i>The Basket-Weaving course I took at work covered all the basic issues and I followed this up with a project applying what I had learnt to improve the way we designed our ornamental basket-weaving</i>
			<i>Ability to work in a team to achieve an agreed goal</i>	<i>The project was done in a group of 6. I was the group leader</i>
			<i>Ability to present an argument clearly in written form</i>	<i>I wrote a report on the project for my boss with recommendations for improvements</i>

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