

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Policy Title	Recognition of Prior Learning (RPL)
Responsible University Offices	Admissions and Heads of Schools/Departments
Policy Owner	Provost
Version	V2
Date Approved	April 2023

I. SCOPE OF POLICY

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

II. DEFINITIONS

RPL

During admission to TKH, students can apply for Recognition of Prior Learning (RPL). Prior learning shall only be accredited at the point of admission.

RPL is the process by which a student can obtain credit towards a qualification for something which has been learnt in the past in other universities or work experiences. It is possible to be exempted from certain modules, or even several years of study of a course. To gain an RPL, a student must prove that he/she has the relevant knowledge and that it is sufficiently recent ('current'). 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.

- Learning may be considered from **previous modules** which were assessed and for which the student has a result transcript.
- 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.
- 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.

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.

III. POLICY STATEMENT

To obtain a Coventry University award/degree a student who has been credited with modules for prior learning shall be required to pass the further credits approved by the University as set out in section 10 of the TKH Undergraduate Academic Regulations and Coventry University Academic Regulations 4.2.

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

1. The Foundation year or up to two-thirds of a degree qualification which means the early stages of a course. In the case of a four-year full-time course, the maximum credit shall be three quarters – years one to three. For an undergraduate or Master's award, the Project module cannot be RPL'D under any circumstances.
2. Modules passed as part of one University award may not be used as credit towards another University award at the same level if they amount to more than one third of the new course, other than as credits towards the first stage. Modules passed on one course may not be taken again as part of a further course. Similarly, if a student has a Masters' degree, modules from that cannot be used to gain RPL towards a Bachelor's degree.
3. 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.
4. 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.
5. 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.

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.

IV. POLICY GUIDELINES

Examples of Appropriate Evidence for RPLs

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:

- original transcripts or authorised copies;
- module descriptors or equivalent;
- outline of the programme (if appropriate);
- assignments completed for the course with marks awarded and tutor's comments

Alternative Methods of Assessment for RPL and Recognition of Prior Experiential Learning (RPEL) 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.

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

- completion of the usual assessment used to demonstrate learning in the module / course / programme for which equivalence is being claimed;

- 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.
- evidence of learning from non-certificated course attended;
- work-based projects / assessment of learning by line managers:
 - interviews (focused interview or viva);
 - artefacts;
 - completion of a piece of work and a reflective account/diary of the learning achieved.

Applying for RPL

1. The Admissions team will explain to applicants transferring from another university the option of and overall process of applying for an RPL. If the transfer applicant **does not** want to go through the RPL process, s/he is requested to sign the **Year One Entry Form** provided by Admissions.
2. If the transfer applicant decides to **proceed with an RPL application**, the Admissions team will:
 - request the applicant to sign the **Transfer Student Equivalency Declaration Form** provided by admissions;
 - provide the applicant with a copy of this RPL policy, the RPL forms (attached); and
 - direct the applicant to the Head of School/Department for support to discuss what modules or stages can be considered for RPL and the evidence required.
3. The Head of School/Department will help the student complete the RPL application 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.
4. Advice to the student from the Head of School/Department 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.
5. The student completes the relevant forms, attached at the end of this policy (Form 1 & 2), and submits them to the Admissions Office by the agreed date.
6. The Admissions Office submits the RPL request form and evidence to the Head of School/Department for consideration.

Awarding of RPL

Role of Head of School/Department

1. The Head of School/Department will 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.
2. If the decision is to recommend the award of RPL, the Head of School/Department will contact the relevant Link Tutor at Coventry University (CU) with the recommendation and the evidence.
3. The CU Link Tutor will undertake a separate investigation and return the result to the Head of School/Department.
4. The Head of School/Department informs the Admissions Office of the final RPL decision.

Role of Admissions Office

5. The Admissions Office will formally inform the student the outcome of the RPL process.
6. Once the student is enrolled in TKH, the Admissions Office will inform the Head of School/Department and Registry, providing the RPL form approved by the CU Link Tutor.

Role of Head of School/Department

7. The Head of School/Department should officially record the RPL credits during the first upcoming PAB board.

Application for Recognition of Prior Learning (RPL) for One or More Levels of the Course/Programme (RPL Form 1)

This form must be completed by the student following discussion with the Head of School/Department. You should read the TKH RPL policy. You must obtain from the Head of School/Department the details of the course/programme 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 Admissions Office. You are advised to allow 4 weeks for the RPL process to be completed.

The Head of School/Department 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.

Your name.....

Your address.....

Name(s) of the Head of School/Department and/or other member of academic staff who gave you advice

Course/ Programme for which you are seeking RPL.....

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, 2023, and certificate to show I passed with merit*
2. *Example - report on our ornamental basket-weaving project for my boss, 2023*

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.....

Application for Recognition of Prior Learning (RPL) for One or More Modules (RPL Form 2)

This form must be completed by the student. The RPL policy will help you complete the form. The Head of School/Department 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.

Your name.....

Your address.....

Name(s) of the Head of School/Department and/or other member of academic staff who gave you advice

Programme of study for which you are seeking RPL.....

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>

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, 2023, and certificate to show I passed with merit*
2. *Example - report on our ornamental basket-weaving project for my boss, 2023*