



INTERNAL PROCEDURE



Quality

Title: Recognition of Prior Learning

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EXECUTIVE OWNER: Jerry White

VERSION NO: 1 (2017)

DUE DATE FOR REVIEW: August 2018

SUMMARY: To provide guidance on how to approach the Recognition of Prior Learning within City College Norwich Further Education Programmes.

ACCESSIBILITY: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the Communications & PR Officer on 01603 773 169.

FURTHER INFORMATION: If you have any queries about this policy or procedure, please contact the named policy holder or the Communications & PR Officer on 01603 773 169.

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Contents

Purpose	3
Scope	3
Definition.....	3
Process.....	3
Outcomes	4

Recognition of Prior Learning Policy

Purpose

The purpose of this document is to provide support, clarification and guidance to staff and students at City College Norwich in relation to dealing with and recognising a student's previous achievements and/or qualifications.

This policy outlines the principles and procedures for managing the Recognition of Prior Learning (RPL) to ensure that all staff take a common and fair approach towards the assessment of students' work experience, training and/or qualifications and their ability to claim unit(s) through the RPL process.

Scope

This procedure applies to all qualifications on a credit-based framework. These include the National Qualification Framework (NQF), the Qualifications and Credit Framework (QCF), the Scottish Credit and Qualifications Framework (SCQF) and the Credit and Qualifications Framework for Wales (CQFW).

Staff must however review specific Awarding Organisations' policies, procedures and specifications to ensure that RPL is permitted.

Students studying a UEA validated Higher Education (HE) programme should follow the HE RPL Guidelines located on Blackboard and should not follow this process. All other Level 4 and above qualifications should follow this procedure.

Definition

The Regulatory Arrangements for the Qualifications and Credit Framework (QCF) provides the following definition of RPL which is fully supported by the CQFW and a similar definition is provided by the SCQF: -

Recognition of Prior Learning (RPL) is a method of assessment that considers whether students can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning.

Process

Stage 1: Information gathering, awareness and guidance

Having spoken with the student in depth, it should be evident as to whether or not they have the required knowledge, understanding and skills acquired from work experience, training and/or qualifications to be able claim unit(s) through RPL.

If the required knowledge, understanding and skills are evident, the student should be informed of the following: -

- The full process for claiming achievement by way of RPL as detailed in stage 2 and stage 3 below.
- The timelines and fees involved where applicable (these will vary depending on the size of the qualification and duration over which the College is delivering the qualification).
- The sources of support available to the student throughout the process (such as the Course Leader / Tutor etc.).
- The ability to appeal the outcome of the assessment by way of the Assessment Appeals Procedure in Further Education.

Stage 2: Gathering and providing information and evidence

Students must record their knowledge, understanding and skills in a format suitable to meet the standards of the College and that allow staff to fully assess the evidence provided. Evidence may come in various different forms such as work experience records that have been validated by managers, previous portfolios, essays and reports that are validated as being the student's own work etc.

Stage 3: Assessment of evidence

The evidence provided by the student is assessed by staff with the relevant expertise and qualifications to meet the requirements of the delivery and assessment for the qualification the student is submitting evidence for.

The staff will review the evidence thoroughly and make judgements about the student's prior learning and experience in relation to the unit outcomes/standards/criteria.

Evidence must be valid, authentic, reliable and sufficient to ensure the integrity of the award of unit(s), and as mentioned above, meet the required standards of the Awarding Organisation.

The assessment process will be subject to the usual quality assurance procedures of the College and will therefore be subject to internal verification and standardisation, plus external quality assurance via the Awarding Organisation.

Outcomes

If the evidence provided by the student is judged to **not** be sufficient to meet all the necessary requirements of the relevant unit(s), then the student will be advised that they will have to complete the normal assessment if they wish to gain and be awarded with the qualification. This could be all or part of the assessment if the evidence provided has met some of the outcomes/standards/criteria, or possibly all of the assessment if this is not the case.

If the evidence provided by the students is judged to be sufficient and therefore meets the required standards/criteria for the unit(s), then they will be informed that they can claim credit for the appropriate unit(s) based solely on their RPL achievement.

The College staff responsible for assessment must ensure that records/evidence of assessment for the unit(s) and/or outcomes/standards/criteria being claimed are kept and maintained in the usual way.

It is the responsibility of the assessor to inform the Examinations and Achievements department of the approval of RPL by email **and** provide the relevant supporting evidence.

The Examinations and Achievements team will process the qualification achievement in the normal manner.