



Stratford College London

Recognition of Prior Learning (RPL)

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Policy Statement

1. Definition of Recognition of Prior Learning (RPL)

The College embraces Recognition of Prior Learning as a method of assessment which leads to the award of credit by determining whether learners can demonstrate that they can meet the assessment requirements for a programme module through knowledge, understanding or skills they already possess and therefore there would be no need to develop through a course of learning.

The College will adopt mechanisms which enable recognition of achievement from a range of activities using any appropriate methodology. The College recognises RPL as an acceptable practice so long as the assessment requirement of a given programme module or qualification has been met. College recognises RPL as acceptable for accrediting a programme module or a whole qualification so long as evidence of learning provided is valid and reliable.

2. Scope

The College policy on RPL will be applied to RQF and QCF qualifications and other relevant national qualifications, self-regulated qualifications as well as ensuring consistency with the QAA Quality Code for Higher Education. The policy does not cover learning evidenced only through national qualifications as in such cases the learner will be required to sit the relevant national examination. It therefore means that learning based upon GCEs and GCSEs does fall within the scope of this RPL policy.

3. Principles for implementation

For the purposes of fairness in the operation of this policy, the College shall abide by the Equality Act 2020. All programme team members are required to abide by the RPL policy and support all learners in terms of awareness and the procedure involved in claiming RPL. It is important for proper implementation of this policy that all procedural steps for claiming RPL are fair, rigorous, transparent, reliable and accessible to all students and stakeholders to enhance trust in the policy and make it fit for purpose.

Furthermore, it is essential that the implementation of the policy is made learner-centred and that all relevant information in terms of advice offered on the range and acceptable types of evidence when claiming credits through RPL.

RPL is a learner-centred, voluntary (for the learner) process. The individual should be offered advice on the nature and range of evidence considered appropriate, to support a claim for credit through RPL, and be given guidance and support to make a claim

4. The Right to Apply for RPL

All students, whether in full time or part time study, are entitled to apply for RPL so long as they satisfy the requirements of the awarding body governing the qualification for which they have enrolled to study. When a student makes an initial enquiry about RPL they need to be supported and furnished with the relevant, specific, timely and appropriate guidance with respect to the regulations and processes involved in accreditation. Where a student is not

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satisfied with the credit awarded in the RPL process, they may appeal against the credit points awarded by establishing that in the award of the credits for RPL the College failed to follow the laid down rules and procedures.

5. What the Applicant needs to do

In applying for RPL, the student has to complete an RPL credit claim form, **(Appendix 1)** and provide evidence which indicates that the requirements of the unit, module or part of a unit, or module have been covered.

In doing so, the student will need to consult with the specified subject specialist when preparing the evidence to support the RPL application. In order to help facilitate the application process and support student to obtain the credits sought, the student needs to agree an action plan. Where further requirement for oral assessment is required as an add-on to initial evidence presented, the student must agree to attend such oral assessment.

6. The Role Staff will play

Where a student applies for RPL, the teaching staff member in charge must link the applicant with a specific subject specialist and offer support and guidance on how to put evidence together in the application process.

The teaching staff member in charge must advise the student on their responsibilities to make the application a success. By so doing the student will be fully aware of what is expected of them to complete the application and to take part in the process till the end. The student claiming the RPL must be fully enrolled on a qualification at the College.

7. Management and Admin Roles and Support

To make the RPL process efficient and effective, management should ensure that: admin staff and teaching staff involved are familiar with this policy and the obligations it places on them. The College must ensure that staff members in charge of the RPL process are competent to undertake their roles and responsibilities in the procedures for the identification, verification and recognition of prior learning. The College will ensure that all staff members in charge of the RPL process have the relevant training to enhance their ability to support applicants in the process.

8. How the RPL Process will be Monitored and Evaluated

The College will ensure that the current policy and procedures are reviewed on an annual basis to make them consistent with the College's strategic aims and changes in awarding body regulations and rules.

Furthermore, the effectiveness of the RPL policy will be evaluated through student feedback which indicates student satisfaction with the support and guidance given in their RPL application process. External Examiner reports will also mirror from an external perspective, how appropriate the policy and procedures are in meeting national standards. Management will have to monitor the number of learners who are assessed on the basis of RPL as meeting the entry requirements onto a programme of study.

Appendix 1

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RPL CREDIT CLAIM FORM

This form must be completed fully. All sections must be completed. There is guidance and support provided by the specific subject specialist assigned to support each RPL applicant. Students offered a place on a programme of study at Stratford College London or are already registered on a programme, may be eligible for credit from previously acquired qualifications, vocational training and/or learning which is uncertified. Students must therefore complete this form, if they wish to make a claim for RPL.

Applicant's Personal Details

Full Name	
Street and House Number	
Town/City	
Post Code	

CREDIT CLAIMED

Students need to read information on student responsibilities above **(section 5)** before completing this section. To make sure that the right information is provided in this section, applicants need to consult with the specific subject specialist assigned to support students in the process.

Please indicate in the space provided the programme/Course on which you are registered, or have been accepted at Stratford College London:

Programme Title/Code	

(i) Module(s)/Unit(s) for which credit is claimed:

Module/Unit Code		Module/Unit Title	
Module/Unit Code		Module/Unit Title	
Module/Unit Code		Module/Unit Title	
Module/Unit Code		Module/Unit Title	
Module/Unit Code		Module/Unit Title	

(ii) State the programme learning outcomes/objectives for which credit is claimed if they do not relate to specific individual modules or units of study.

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Please use the space provided below to explain the basis for the RPL credit claim. Applicants may attach separate sheets if needed.

Information required in this section includes:

- Achievements
- Experience
- Previously acquired qualifications and Certificates
- Copies of supporting documents (this may include course outlines, course structures, exam certificates).

The completed application must be submitted to the course tutor for assessment.