



## **MORLEY COLLEGE LONDON**

### **Higher Education: Recognition of Prior**

<b>POLICY OWNER:</b>	Chair of HE Sub-Committee
<b>FINAL APPROVAL BY:</b>	Policy Committee
<b>Policy Category:</b>	Student
<b>Approved by Policy Committee:</b>	September 2021
<b>Approved by Governing Body:</b>	N/A
<b>Review Date:</b>	September 2025

**1. Introduction, Purpose and Scope of Policy:**

Morley College London is committed to providing an environment for students that actively provides equality of opportunity, freedom from discrimination and values the diversity of all students and prospective students. The College seeks to broaden the pool of potential applicants by raising awareness and expectations in line with its commitment to widening participation, particularly but not exclusively to its local community.

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are not formally documented through a recognised qualification. In this document, unless made explicit, RPL and RPEL are used to mean any recognition of prior activity.

**Higher Education (HE):** courses in this context are prescribed, credit-bearing courses which are offered at level 4, 5 or 6 at Morley College London. They are prescribed, credit bearing courses, meaning they are eligible for funding through Student Finance England.

**Awarding body or validating partner:** these are the institutions that award the final qualification that the College delivers. For the Higher National Certificates (HNCs) and Higher National Diplomas (HNDs) this is Pearson. For the level 6 Top Up Degrees and foundation degree, this will be one of the College's validating universities (UEL, UAL, Ravensbourne or Kingston).

**QCF and RQF qualifications:** The QCF (Qualifications and Credit Framework) and the RQF (Regulated Qualifications Framework) provide a measure of the length and level of a course. The RQF replaced the QCF in 2015 and so courses on the RQF are more current than courses on the QCF. For this reason an applicant wishing to use their QCF qualification as RPL/RPEL will enter a process of 'mapping' (see the procedure in the Appendix for full details) so the programme team can be assured that the knowledge from the older qualification being claimed can be enhanced so as to be deemed current. Qualifications on an older framework to the QCF or RQF will be deemed to be no longer current as they would be older than 5 years, however the programme team may wish to enter a discussion with the applicant around experiential learning to see if that can be used (please refer to the Appendix).

**International qualifications:** qualifications which were awarded outside of the UK qualification framework.

## **5. Statutory and regulatory requirements:**

*UK Quality Code:*

Expectations for Quality: From totatrial



**10. Monitoring and Reporting:**

Students who have approved RPL/RPEL applications will be recorded formally in the minutes of the Assessment Boards for the HE Courses.

External Examiners for the HE provision will be informed where any students have made use of RPL/RPEL, allowing them to review the work and/or mapping to ensure that (1) due process has been followed by the College and (2) that the student's work is of a commensurate level to the level of the programme, this will maintain of the academic integrity of the course.

Should the RPL/RPEL claim be unsuccessful, applicants have the opportunity to make an appeal<sup>4</sup> and these appeals would be recorded in the complaints log held by the Head of Quality and Standards. Any trends in RPL/RPEL complaints can then be reviewed, with

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## **Recognition of Prior Learning (RPL) and Recognition of Prior Experiential Learning (RPEL) Procedures**

and no mapping is required.

- 2.4 No further action is needed. On completion of the level 5 units of the HND, the student will exit with a full HND.
- 2.5 The Assessment Board will record any students in this category.
- 2.6 Should the student not provide their level 4 Pearson ID, the College is unable to issue a full certificate and only the level 5 unit certification can be issued.

### **3. Applicants wishing to enter the second year of a HND as Direct Entry with an accompanying QCF level 4 qualification**

- 3.1 Applicants will declare in their UCAS application that they wish to enter directly to the second year of a HND if they already hold a level 4 qualification issued by Pearson.
- 3.2 As the level 4 is an older style QCF qualification, and the delive (il)2.6 (i0 Tc 0 Tw (og.9 (ear)-ppo)T.







- The team must review the units the applicant wishes to use RPL/RPEL against in the Pearson Programme Specification and identify which learning outcomes need to be met with evidence,
- The action plan will confirm what is required, by when, and which learning outcomes will be met as a result,
- The action plan may include additional assignments, a professional discussion or other type of coursework to meet the required learning outcomes,
- The submissions must be internally moderated,
- The records of the RPL/RPEL process and the additional submissions, and the moderation of the additional submissions must be kept for review by the External Examiner, and also be held in case of appeal by the student, and held in line with the Awarding Bodies' retention of records (Pearson, 3 years)
- The action plan must be completed prior to the course starting. This is to ensure that the applicant is aware of the outcome prior to the start of the course. Should the RPL not be approved by the Curriculum Team, the applicant may be need to complete whole units as part of the usual programme delivery.

5.12 The External Examiner should



## Appendix 1: Ravensbourne APL Form

### APPLICATION FOR THE RECOGNITION OF PRIOR LEARNING (RPL)

<i>Please refer to the Ravensbourne Academic Manual for details of the types of prior learning that might be considered by Ravensbourne and information about how to apply for RPL.</i>
<b>FOR COMPLETION BY APPLICANT:</b>
FIRST NAME(S):
SURNAME:
PROGRAMME APPLIED FOR:
PREVIOUS INSTITUTION
<b>PREVIOUS PROGRAMME OF STUDY:</b>
DATES OF ATTENDANCE:
QUALIFICATION GAINED (if appropriate):
REASON FOR APPLICATION:

#### DETAILS OF MODULES FROM WHICH EXEMPTION IS SOUGHT:

*Please list the modules undertaken at another HEI and give equivalent RAVENSBOURNE modules in full, i.e. "ECON1001, ECON2101 etc. If the credit for which exemption is being sought has been obtained from Ravensbourne, please note in addition the overall mark achieved.*

**FOR COMPLETION BY DEPARTMENTAL COURSE LEADER:**

DETAILS OF ANY COMPULSORY MODULES TO BE TAKEN AT RAVENSBOURNE, AND WHEN, IN ORDER TO ADDRESS ANY GAPS IN PREVIOUS STUDIES:

Information concerning the maximum amount of credit which may be imported and the requirement to surrender the original qualification may be accessed in the Ravensbourne Academic Regulations. Information concerning the standard classification algorithm for the qualification sought may be accessed in the Academic Regulations.

TOTAL NUMBER OF EXEMPTED MODULES (for non-modular programmes - please confirm the proportion of the academic year):

TOTAL AMOUNT OF CREDIT REQUIRED, FOLLOWING ADJUSTMENT FOR APL, TO QUALIFY FOR THE QUALIFICATION SOUGHT:

**Signature:**

**Date:**

**FOR COMPLETION BY PROGRAMME DIRECTOR**

COMMENTS OR CONDITIONS FROM PROGRAMME DIRECTOR:

I have interviewed this student and he's smart, passionate and committed. He would make an excellent addition to the cohort. exco the cohort.