AWARD-WINNING EDUCATION

HIGHER EDUCATION

HOPWOOD HALL COLLEGE

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

2024-2025

The Queen's Anniversary Prizes 2023

Association of Colleges 2022/23 BEACON AWARDS WINNER

north educate awards

Policy Cover Sheet

Please fill in the following details:

Policy Name	Recognition of Prior Learning (RPL) Policy 2024-2025
Version Number	V1
Policy Owner	Simon Farrar
Release Date	05/08/2024
Policy valid for	1 year

Documents included:

Completed Checklist (below)	X
Policy text	X
Filled in EIA	X

Where should this policy be shared? All policies will be shared on the HUB.

The HUB	X
Net Consent	
Website	X

Policy Checklist
Have you completed the following tasks:

Used the Microsoft Accessibility Checker	X
Used formatted headings	X
Used Arial 12pt font	X
Included numbered paragraphs	X
Included page numbers	X
Included alternative text for all images which accurately describe what's in the picture	X
Checked for gender neutral language e.g. remove dinner ladies, workmen, he/she and replaced with servers, contractors, they.	X
Used the full phrase instead of the acronym at least the first time	X
Used the spelling and grammar check	X
Gained feedback from colleagues to ensure the policy is clear and accurate	X
Included any legal, social or organisational changes since the last policy review	X
Reviewed the connected policies to ensure they are still active	X
Filled in the change log	X
Listened to the policy using the accessible reader	X
Reviewed the policy flowchart	X
Informed the EDI Manager of upcoming policy deadlines	X

Sign Off: To be filled in by the named person only

	Name	Date
SLT	Liz Duncan	05/08/2024
Corporation (if required)		
Trade Union		
EIA	Adam Carney	05/08/2024

Change log

Version number	Changes description	Major changes ? Y/N	Initiator	Rationale	Date of completion	Date of next review	New version number
N/A	New Policy	Yes	Simon Farrar	New policy needed for OU	24/04/2024	Annual	V1

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1. PURPOSE

1.1 The purpose of Recognition of Prior Learning (RPL) at Hopwood Hall College is to facilitate students in leveraging their prior experiences and learning to enhance their academic journey at the college, in alignment with the guidelines set forth by the relevant awarding organisation.

1.2 Recognition of Prior Learning (RPL) refers to the formal acknowledgment and assessment of a student's prior learning, whether gained through certified education or experiential learning.

2. TYPES OF PRIOR LEARNING RECOGNITION

2.1 Recognition of prior certificated learning (RPCL): Recognition of learning gained through previous certified education, including formal qualifications such as diplomas, certificates, and degrees. This also includes individual credit bearing modules from other awarding bodies or institutions.

2.2 Recognition of prior experiential learning (RPEL): Recognition of learning gained through prior experiential experiences, such as work experience, volunteer work, professional development activities, or personal experiences.

2.3 The grading of RPL will be determined based on the assessment criteria established for each specific case. In some instances, RPL may be graded based on the demonstration of learning outcomes and competencies achieved through experiential learning.

3. TIMING OF RPL AWARD

3.1 RPL can be awarded at various points in the student's journey, including prior to admission, during enrolment, or upon completion of specific modules or qualifications. The timing of RPL award will depend on the assessment and verification processes required for each individual case and according to the regulations and policies of awarding bodies or validating partners. Applicants and current students should be aware that this will take additional time, which they may need to factor into their decision making and application process. This will

vary for each awarding body or validating body and Student Services can advise on this on a case by case basis.

4. RECOGNITION OF EXTERNAL INSTITUTION STUDY

4.1 Prior study gained at an external institution may be considered for RPL subject to verification and alignment with the college's curriculum and assessment standards. External institution study will be evaluated based on comparability, how recent, if the previous study is still current (see 4.3) and valid and relevance to the student's current program of study at Hopwood Hall College. For more information regarding RPL and if previous study is valid students should contact the college student and college services team (SCS) via email (enquiries@hopwood.ac.uk) or phone (0161 643 7560).

4.2 The currency of learning is determined by the programme includes study that has occurred in the last 16 years or shorter for some programmes. Advice and guidance is available prior to submitting an application to discuss the details of a student's particular situation and to ascertain how likely an RPL approval might be. Students should contact SCS to request this.

5. RECORDING RPL ON LEARNER'S TRANSCRIPT

5.1 RPL awarded to a student will be clearly recorded on their official transcript, specifying the module/unit for which RPL was granted and the method of recognition (RPCL or RPEL). The transcript will accurately reflect the credits earned through RPL and provide transparency regarding the student's academic achievements.

6. RPL FROM A HIGHER-LEVEL QUALIFICATION

6.1 Learning from a higher level may be considered for RPL, provided it is deemed relevant and applicable to the lower-level modules or qualifications being pursued by the student. The assessment of higher-level learning for RPL will consider the depth, breadth, and alignment of learning outcomes with the requirements of the lower-level modules or qualifications. The proportion of credit

that can be used for each qualification will vary and may be subject to the academic regulations of the validating body or awarding organisation.

6.2 RPL can be claimed for up to two thirds of a full undergraduate bachelor's degree or 50% of a foundation degree, HNC/D or any other HE qualification.

6.3 RPL can be claimed for level 4 and level 5 modules however, recognition for prior learning (certified, experiential or uncertified) is not permitted at level 6 of a Bachelor's Degree or for the thesis/dissertation module, where students are expected to complete 120 credits in order to gain the award.

7. PROCEDURE FOR APPLYING FOR RPL

7.1 **Step 1:** The student initiates the RPL process by formally notifying the College of their intent to apply for RPL at the application stage. As part of the initial advice and guidance stage or at interview applicants will be asked if they intend to use any previous qualifications or experiences as evidence of RPL. This notification should be submitted in writing prior to admission, enrolment, or as early as possible in the student's academic journey to the college's student and college services team (SCS). Support for application for RPL is available at the college again by contacting the SCS team via email (enquiries@hopwood.ac.uk) or phone (0161 643 7560).

7.2 **Step 2:** The student submits a comprehensive RPL application package to SCS who will forward this on to the college's quality team for review. This should include relevant evidence such as certificates, transcripts, work portfolios, job descriptions, or any other documentation demonstrating prior learning. Submitted documentation should be scanned copies of the original documents.

7.3 **Step 3:** The College quality team plus programme manager assesses the submitted RPL application against the established criteria set by each individual examining board or validating partner, including alignment with learning outcomes, relevance, authenticity, and currency of prior learning. Additional assessments, such as interviews or examinations, may be conducted as needed. Advice and guidance is available prior to submitting an application to discuss the

details of a student's particular situation and to ascertain how likely an RPL approval might be. Students should contact SCS to request this.

7.4 **Step 4:** The College communicates the outcome of the RPL assessment to the student within 1 calendar month. If RPL is granted, the student is informed of the credits awarded and the units/modules for which RPL has been recognised. If RPL is not granted, the reasons for the decision are provided along with guidance on next steps, including appealing this decision.

7.5 **Step 5:** Upon successful RPL assessment, the awarded credits and units/modules are recorded accurately on the student's official transcript, providing transparent documentation of the RPL outcome.

7.6 **Step 6**: If a students RPL application is not granted then a student can make an appeal to the college by following the colleges Compliments and Complaints Policy and Procedure found on the website.

8. PROGRESSION AND AWARDING OF QUALIFICATIONS

8.1 If RPL is approved the awarded credits and units/modules are recorded accurately on the student's official transcript and the student can progress as normal subject to successfully completing all other modules/credits required for progression.

8.2 When awarding and calculating the final classification of a qualification performance in work for which an award of credit for prior learning has been made is not taken into account in the calculation of the final award.

9. IDENTIFICATION AND HANDLING OF FRAUDULENT APPLICATIONS

9.1. Hopwood Hall College is committed to maintaining academic integrity and ensuring the credibility of the RPL process. Fraudulent applications for RPL will be identified through rigorous verification processes, including the authentication of submitted evidence, cross-referencing with authentic sources, and internal assessment reviews.

9.2. Any instances of fraudulent applications may be handled in accordance with the college's academic misconduct policies and procedures or disciplinary procedures. This may include disciplinary actions such as revocation of RPL credits, academic penalties, and further investigation as warranted by the severity of the misconduct.

10. DATA PROTECTION

10.1. All information related to a RPL application will be held securely in line with our Data Protection Policy.

11. DOCUMENTS ASSOCIATED WITH THIS POLICY

Available at our University Centre Policy page:

11.1. HE Admissions Policy
11.2. OU Academic Regulations for Validated Awards
11.3. Data Protection Policy (www.hopwood.ac.uk)
11.4. HE Positive Behaviour Policy
11.5. Compliment and Complaints Policy (www.hopwood.ac.uk)

If this document is required in an alternative format, please contact equiries@hopwood.ac.uk