

Academic Principles and Regulations

Codes of Practice

**Recognition of
Prior Learning
(RPL)
Student Handbook**



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UNIVERSITY**

Opening minds
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1 INTRODUCTION

Leeds Beckett University recognises that many students enter their higher education course with valuable knowledge and skills developed through a range of professional, vocational and community contexts. If this applies to you, a process called Recognition of Prior Learning (RPL) may allow you to enter your course at a point appropriate to your previous learning and experience, or to join the start of a course without the formal entry requirements.

This opportunity applies to all students, regardless of whether you study at Leeds or with one of our partners. This means that you may be exempted from certain elements of study in the course for which you have applied and be awarded credit based on your previous qualifications/experience.

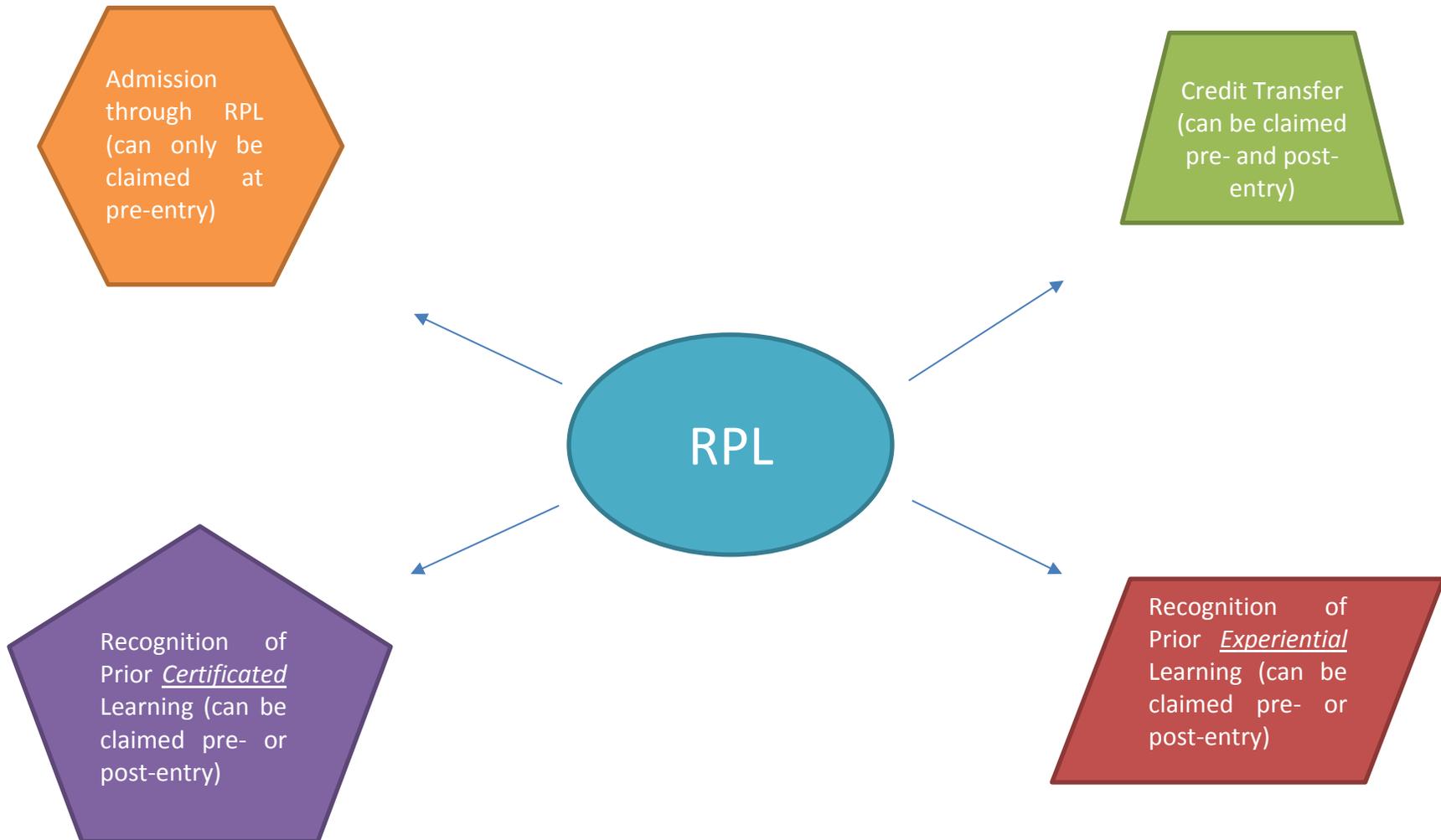
In some courses, there are restrictions on RPL and you are advised to contact the appropriate Course Director to check whether RPL can be claimed (find them on the [University's Online Course Finder](#) or ask your student administrator). Restrictions normally apply where Professional Statutory or Regulatory bodies have accredited the course, for example, in the areas of nursing, social work or youth work.

In order to receive RPL, your prior achievements, and how they match the course you're interested in, must be identified and assessed so that an academic judgment can be made about how much of the course you can be exempt from.

In making this assessment the University can be assured that all students who receive an award have demonstrably achieved the course requirements, whether through studying the course in full or using some of their previous experience or qualifications.

2 WHAT IS RPL?

RPL is a general term, widely used amongst universities (it is also referred to as Accreditation of Prior Learning), relating to the formal recognition of learning gained in a variety of ways before a student starts a course at a University. There are four types of RPL:



Type 1 - Recognition of Prior Certificated Learning (RPCL)

RPCL is the process for assessing and awarding credit for learning that has been previously accredited or certificated through a training provider but has not led to an award or qualification which is defined in the UK's Quality Assurance Agency (QAA) Quality Code (please see the next page for a list of defined qualifications).

Through RPCL students/applicants who possess qualifications, such as personal development or employment-based awards, may seek recognition of these qualifications against their Leeds Beckett University course. For example, awards from the following bodies may be used against part of your course:

- a) National Examination Board in Occupational Safety and Health (NEBOSH)
- b) Chartered Institute of Marketing (CIM)
- c) The British Association of Sport and Exercise Sciences (BASES)
- d) Institution of Mechanical Engineers (IMechE)
- e) British Psychological Society (BPS)
- f) British Computer Society (BCS)
- g) National Council for the Training of Journalists (NCTJ)

For example, Joe had completed a short professional development course with a local government training provider (not a higher education provider). Based on his application form, certificate and the details of the course he was able to provide he was given exemption from Level 4 of a Dip HE in Project Management.

Type 2 - Recognition of Prior Experiential Learning (RPEL)

RPEL is the process for assessing and awarding credit for learning that has been achieved through experience and/or training that has not been certificated or formally assessed.

For example, Mohammed gained 5 years' experience in a garage working as a mechanic. Based on the learning described on the application form, and evidence of his learning, he was given exemption from two 20 credit modules of the first year of an undergraduate mechanical engineering degree.

Type 3 - Credit Transfer

Credit Transfer is the process of recognising/ transferring the credit and/or qualification, which is defined in the UK's QAA Quality Code (please see the next page for a list of defined qualifications), achieved by a student/applicant on one course against another course. This may include instances where a student transfers from one Leeds Beckett course to another or where the student transfers in to Leeds Beckett from another UK university.

For example, Jenny studied a Foundation Degree in TV Studies with another university. After submitting her application form, transcript, certificate and details of this course she was exempted

from the first two years of a BA (Hons) Applied TV Studies course at Leeds Beckett.

Type 4 - Admission through Recognition of Prior Learning

Admission through Recognition of Prior Learning is the process for admitting students/applicants onto the **start** of an undergraduate or taught postgraduate programme of study based on qualifications and/or experience other than those specified by the academic entry requirements stated in the prospectus.

For example, David had no A Levels or GCSEs but he had significant work experience and had completed a number of short courses on IT skills and professional development. Based on his Admission through RPL application form, and the evidence he provided, he was able to join the start of a Bachelor's degree.

What is the Quality Assurance Agency Quality Code?

The QAA is a body responsible for overseeing all higher education provision in the UK, making sure quality and standards are maintained. One of the ways it does this is to produce a number of reference sources for higher education providers, and the public, and the key one of these is the QAA Quality Code. Quality Code *Part A: Setting and maintaining threshold academic standards, Chapter A1: The national level* sets out the expectations of all qualifications in the UK higher education system and therefore assures the public, employers, potential students, etc that students holding certain qualifications have met minimum standards within their course, regardless of which higher education institution they studied with. The courses range in difficulty, from Level 4 Certificates of Higher Education to Doctorates at Level 8.

Awards defined in the UK's QAA Quality Code:

Level	Award
7	Master's degrees (eg, MPhil, MLitt, MRes, MA, MSc)
7	Integrated master's degrees (eg, MEng, MChem, MPhys, MPharm)
7	Postgraduate diplomas
7	Postgraduate Certificate in Education (PGCE)/Postgraduate Diploma in Education (PGDE)
7	Postgraduate certificates
6	Bachelor's degrees with honours (eg BA/ BSc/ BEng) and unclassified
6	Professional Graduate Certificate in Education (PGCE) in England, Wales and Northern Ireland
6	Graduate diplomas
6	Graduate certificates
5	Foundation degrees (eg, FdA, FdSc)
5	Diplomas of Higher Education (DipHE)
5	Higher National Diplomas (HND)
4	Higher National Certificates (HNC)
4	Certificates of Higher Education (CertHE)

3 THE AIMS OF RPL

The aims of RPL are to:

- a) Widen access to University programmes;
- b) Increase participation in University programmes;
- c) Facilitate flexibility of progression routes and promote lifelong learning;
- d) Recognise the value of prior learning for the purpose of awarding credit;
- e) Reduce duplication of learning leading to a better overall student experience.

Things to consider before applying for RPL

The idea of being exempt from part of your course may be tempting but RPL may not be right for everyone.

Postgraduate Applicants – please note that if you are in receipt of a Postgraduate Loan you are expected to complete your course in full, ie not request any RPL. Please check the website www.gov.uk/postgraduate-loan for more details.

Advantages of RPL

- ✓ You could join a course based on your experience instead of the necessary formal entry requirements
- ✓ You could finish your course earlier
- ✓ If you were exempt from part of a year, you would have more time to focus on the rest of your modules
- ✓ You won't need to attend sessions or submit assessments for those modules that you are exempt from

The *process* of applying for RPL can:

- ✓ Lead you to realise how valuable your existing knowledge and experience are and give you a sense of accomplishment and confidence
- ✓ Help to develop, or refresh, your academic writing, reflection and referencing skills and thinking styles

Potential drawbacks from RPL

- ☒ You may not have as much time/contact with your peers so you won't have the same opportunities to offer/access support or broaden your circle of peers and access their experience and knowledge
- ☒ You may miss out on opportunities to gain valuable additional knowledge/skills
- ☒ Joining a course part-way through means you will need to hit the ground running, with little opportunity for you to refresh your skills and knowledge or adjust to the demands of academic study. If you are new to studying this will be particularly challenging, especially if you join your course at a higher level, such as the final year

International Students

Applications for RPL can be accepted from students from the UK and overseas, and they will be processed in the same way to ensure all students are treated fairly. However, international students/applicants will need to comply with various requirements in order to receive a visa to study at Leeds Beckett and RPL might effect this. If you are an international student/applicant thinking about applying for RPL please contact the International Office Admissions team for expert advice before preparing your application.

4 HOW MUCH WILL IT COST?

For applications submitted for **2016-17** onwards the following will be applied:

Definitions	Applicable Fees	
	FT	PT
Direct Entry – joining a course at a point beyond the standard start point, eg directly to Level 6 or midway through Level 4	Only if through RPEL – please see below	Only if through RPEL – please see below
RPL – Recognition of Prior Learning – umbrella term for the following <u>types</u> of exemption:		
<u>Admission through RPL</u> – requests for exemption from the course entry requirements	N/A	N/A
<u>RPEL</u> – Recognition of Prior Experiential Learning – requests for exemption based on prior experience	£250 per 20 credit module equivalency to a maximum of £1000 – only applies to Postgraduate applications	£250 per 20 credit module equivalency to a maximum of £1000 per Postgraduate application or per Undergraduate level
<u>RPCL</u> – Recognition of Prior Certificated Learning – requests for exemption based on certificates/awards not recognised on the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies	N/A	N/A
<u>Credit Transfer</u> – requests for exemption based on certificates/awards recognised on the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies	N/A	N/A

For example:

Joe wanted to apply for RPEL against two 20 credit modules on a FT postgraduate course = £500 fees
Selma wanted to apply for RPEL against L4 (6 x 20 credit modules) of a PT undergraduate degree = £1000 fees

You will need to purchase the appropriate amount of RPL Tokens from the [Leeds Beckett On-Line Store](#) and attach them to your application; your application cannot be processed without the token(s). Please use the Store Help option if you have any problems or queries relating to the fees.

You need to be aware that if you are awarded RPL against two 20 credit undergraduate modules or more within a level you might be classed as part-time, even though you are applying to be a full-time student, and this may effect things like Student Loans, Council Tax exemptions, Student Visas, etc. Please contact your Course Director or the Student Admissions/ International Office Admissions team to check how this might apply to you.

5 WHAT CAN I BE EXEMPT FROM?

RPL can be requested against individual modules in full or whole levels of courses; you cannot apply for RPL just for individual assessments.

RPL can be claimed¹ against the course entry requirements and/or a **maximum of two thirds** of the academic credit of the course you wish to study. This means that you will be required to study at Leeds Beckett University **at least one third of the total credits or the last 60 credits** (whichever is the higher) of the course you wish to join.

For example:

- Grad Cert or PGCert (or courses of 60 credits or less) – RPL against academic credit not permitted
- RPL limited to no more than 60 out of the 120 credits of a CertHE, Grad Dip, PGCert
- RPL limited to no more than 160 of the 240 credits of a Foundation degree or DipHE
- RPL limited to no more than 240 of the 360 credits of a Bachelor's degree
- RPL limited to no more than 60 of the 120 credits of a stand-alone Top-up Bachelor's (Hons) degree
- RPL limited to no more than 320 of the 480 credits of an Integrated Master's degree
- RPL limited to no more than 120 of the 180 credits of a Master's degree

6 WHICH RPL PROCESS SHOULD I FOLLOW?

To help you make informed decisions, we strongly recommend that you approach the relevant Course Director as soon as you can to discuss a possible RPL application. The relevant School office will be able to advise you on how to make contact.

You firstly need to decide what you are claiming against, the *admissions criteria* via Admission through RPL, *academic credit* (i.e., part of the course itself, either individual modules or course level(s)) via RPEL/RPCL/Credit Transfer or both *admissions criteria and academic credit*.

Secondly, what will you be using to apply for exemption, i.e., will your application be based on

¹ except on courses which may not permit RPL due to Professional, Statutory or Regulatory Body requirements. Please refer to the course team for further information.

your experience (RPEL), a higher education qualification (Credit Transfer) or a non-higher education qualification (RPCL)? Or will it be a combination of these? There is nothing to prevent you from using a mixture of all three, if necessary.

Appendix 1 illustrates the various RPL options that may apply to you but please note the diagram is intended to only be a guide to what kind of RPL you could apply for; it does not mean you will automatically be entitled to RPL.

As indicated earlier, all applications, regardless of whether you are from the UK or overseas, will be processed in the same way to ensure fairness and equity. Once you have answered these questions you will know which process(es) to follow. The next question is *when* you should submit your claim.

6a Pre-entry

If you're a prospective student of Leeds Beckett University you may make an application for RPL at the point of admission/application, ie pre-entry. The application may be against the course entry requirements and/or the first level(s) or module(s) of a course. For example, if you're an applicant with significant industry experience but no formal qualifications you may request Admission through RPL, to join the start of the course without the specified formal entry requirements. Your previous experience may also allow you to be exempt from studying the academic credit required for the first level of the course, through RPEL, and therefore enabling you to join Level 5 directly. This type of request involves two forms of RPL being processed at the point of admission/application - Admission through RPL and RPEL. If you do satisfy the entry requirements you can still request to join the course at a specific point, eg midway through level 4 or the start of level 5, via an RPL application against academic credit at the admissions/applications stage.

6b Post-entry

If you have already started a course with Leeds Beckett you may make an application for RPL against academic credit at any point during your course, ie post-entry, providing the application is made prior to the start of the module(s) or level(s) in question (you are advised to submit your application at least a month before that module/ level is due to start). For example, you start at the beginning of a course but realise that you might have already achieved the requirements of some of the modules scheduled for delivery at a later point in the year. Depending upon how you have already achieved this prior learning you may application RPEL, RPCL or Credit Transfer.

7 IMPORTANT THINGS TO KNOW ABOUT CLAIMING RPL

- a) Using RPL has implications for the way your award classification is calculated. **Only those modules studied and assessed at Leeds Beckett University will contribute to your final classification/overall grade.** For example, if you claimed exemption from 120 credits at Level 4 and 120 credits at Level 5 your classification will only be based on the 120 Level 6 credits studied. You may wish to refer to the award regulations so that you understand the implications of this. The regulations are available from the University web pages.

- b) You also need to be aware that your transcript of study will show 'RPL' rather than 'pass' or a mark against the relevant modules.
- c) You need to be mindful that should your request for RPL, if it's against academic credit, is rejected you will still be required to undertake the module(s), and the associated assessment, and therefore you are advised to attend the module sessions until the outcome of your application has been confirmed. Course Directors will be able to advise you of when your application may be considered by an RPL Approval Board.
- d) In submitting your claim, you declare the contents of the application to be accurate, therefore, if any of the details provided prove to be false the University has the right to ask you to complete any necessary additional modules in order to satisfy the award requirements, or in exceptional cases, to withdraw your application.

8 I KNOW WHICH PROCESS TO FOLLOW BUT HOW DO I PUT MY APPLICATION TOGETHER?

The first thing to do is contact the relevant Course Director for guidance about a possible application.

Then:

**If you are applying after you've started a course please contact the relevant Student Administration Team for the RPEL and Credit Transfer/ RPCL Application Forms with completed course details*

	Admission through RPL Application	RPEL Application against academic credit	Credit Transfer and RPCL Application against academic credit
Step 1	<p>Download the:</p> <ul style="list-style-type: none"> ➤ Application Form for Admission Through RPL template ➤ Guide to Completing the Application Form for Admission through RPL ➤ Application Form for Admission through RPL – Completed Example 	<ul style="list-style-type: none"> ➤ Contact the *Student Admissions Team/ International Office team to request the Application Form for RPEL with completed course details included <p>And download the:</p> <ul style="list-style-type: none"> ➤ Guide to Completing the Application Form for RPEL ➤ Application Form for RPEL – Completed Example 	<ul style="list-style-type: none"> ➤ Contact the *Student Admissions Team/ International Office team to request the Application Form for Credit Transfer and RPCL with completed course details included <p>And download the:</p> <ul style="list-style-type: none"> ➤ Guide to Completing the Application Form for Credit Transfer and RPCL ➤ Application Form for Credit Transfer and RPCL – Completed Example
Step 2	<p>Obtain the Entry Requirements from the course you'd like to join from the University's On-Line Prospectus</p>	<p>Gather evidence you have that will support your application, here are some examples:</p> <ul style="list-style-type: none"> a) Written reports/ spreadsheets/ databases/ presentations, etc b) Updated CV c) Multi-media sources d) Job specifications e) Witness testimonies/ statements from employers f) Technical schematics/ drawings/ 	<p>Obtain copies of your previous course documents which should contain details of the units/modules you studied (please contact your training provider/university for copies if you don't have any at home).</p>

		<ul style="list-style-type: none"> programmes/ products g) Recordings of practical demonstrations h) Art and design pieces i) Webpages/ websites 	
Step 3	<p>Gather evidence you have that will support what you write on your application, here are some examples:</p> <ul style="list-style-type: none"> j) Updated CV k) Written reports/ spreadsheets/ databases/ presentations, etc l) CVs m) Multi-media sources n) Witness testimonies/ statements from employers o) Job specifications p) Technical schematics/ drawings/ programmes/ products q) Recordings of practical demonstrations r) Art and design pieces s) Webpages/ websites t) Original certificates (eg from short courses) 	<ul style="list-style-type: none"> ➤ Follow the step-by-step instructions set out in the Guide to Completing the Application Form for RPEL 	<p>Locate your original certificate and transcript.</p>
Step 4	<ul style="list-style-type: none"> ➤ Follow the step-by-step instructions set out in the Guide to Completing the Application Form for Admission through RPL 		<ul style="list-style-type: none"> ➤ Follow the step-by-step instructions set out in the Guide to Completing the Application Form for Credit Transfer and RPCL

Most students/ applicants will only want exemption from either the admissions criteria or academic credit but if you would like to apply for both you will need to complete separate relevant application forms. For example:

Dipa wanted to use her experience to join an undergraduate degree course as she did not have any UCAS points or GCSEs

= **Admission Through RPL Application Form.**

Dipa also wanted to use her **experience** and some **professional development qualifications** she held to be able to join the course directly at Level 5

= **RPEL Application Form** **and** **Credit Transfer/ RPCL Application Form**

Daniel wanted to use a professional body qualification to join a master's degree instead of the required 2:2 Honours degree

= **Admission Through RPL Application Form.**

Daniel also wanted to use the professional body qualification to be exempt from a 20 credit module on the course

= **Credit Transfer/ RPCL Application Form**

8a Mapping

An application for RPL can be likened to that of a job application and requires thought and preparation.

One of the key parts of all of the RPL application forms is the **mapping of your previous learning to the course you'd like to join**. This part of the application form will be the most time consuming so try to block some time out to complete it, as you would do for a job application.

This mapping is essential in showing the university that you are prepared with the necessary skills and knowledge to succeed on a course (Admission through RPL) and/ or that you have already met some of the course requirements (RPL against academic credit). It would not be fair to you or other students if we accepted you onto a course when you're not ready. Likewise, it would be unfair to you and other students to give you an award when you have not evidenced that you have met all of the course requirements; those students who studied the course in full had to submit and pass a number of formal assessments to show that they had met the course requirements so the university, through the RPL process, has to assess your previous learning too.

Mapping for the 'Admission through RPL' process

This process is slightly different to the other types of RPL in that the student/applicant is asked to map their previous learning to the course entry requirements, not part of the course itself. Course entry requirements are normally based around getting a certain number of UCAS points and GCSEs for undergraduate courses and having a 2:2 degree for a master's degree course (though requirements vary so you need to go to the [university On-Line Prospectus](#) to get the correct entry requirements for the course you're interested in).

For these kinds of applications, the university will be looking for evidence of how your previous experience/ qualifications indicate that you have the knowledge and skills to succeed on the course; that you will be at the same level as those with GCSEs, UCAS points or a 2:2 degree. They will also be asking you to show your commitment to the course and explain why the course would be helpful to you. Therefore, you should start by asking yourself:

- a) What did you learn from your previous experience/ course/ training?
- b) What skills/ learning can you demonstrate competency in following this activity?
- c) Why do you want to study this course and how will it be helpful to you?

You should also consider:

- a) How much do you know of the subject? Are you involved in the subject regularly or rarely?
- b) Is your knowledge a basic understanding or at an advanced level? Can you describe and summarise relevant theories, ideas and techniques or analyse and challenge them using a range of other perspectives as evidence? Are you aware of your knowledge/skill limitations?
- c) How much of your knowledge and skills were gained by someone providing guidance and information to you and how much was developed by you undertaking learning activities independently, on your own initiative?
- d) How have you used your knowledge and skills, for example, what situations have you applied what you have learned to? Did these scenarios need you to solve complex or basic problems, on your own or with others?
- e) What transferable skills and qualities do you have, ie abilities that can be applied in different places and situations, eg time management, IT skills, communication skills, etc?
- f) How you could show that you are ready to study at the appropriate level (ie, Level 4 for starting an undergraduate course or L7 for a postgraduate course)

Mapping for the ‘RPEL/ RPCL/ Credit Transfer against academic credit’ processes

If your application is to be exempt from a part of a course, whether it be a module or whole levels, you need to show us how and when you have achieved the requirements of those parts of the course. You can do this by mapping your previous experience/qualifications to learning outcomes.

What are learning outcomes?

Learning outcomes are statements that specify what learners will know or be able to do as a result of completing a module or a course level.

For example:

After studying this module the student will be able to:

At Level 4 (first year of a Bachelor or Foundation Degree)	Describe basic features of early childhood theories
At Level 5 (second year of a Bachelor or	Compare and contrast a wide range of possible

Foundation Degree)	methods of testing acidity in fruits
At Level 6 (third year of a Bachelor Degree)	Critically analyse complex principles of electronic engineering
At Level 7 (Master's degree)	Systematically challenge a fundamental theory in sociology and present an alternative perspective

You will need to map your prior learning and supporting evidence to the appropriate modules. If you are applying for whole level exemption there are typically 6 modules at each level, and typically, there are up to 4 learning outcomes for each module, therefore you'll probably need to map against 24 module learning outcomes altogether, for each level claimed. This may sound a lot of work but remember, if your application is approved, you will not be required to complete the assessments for that level, which will be at least 6 pieces of work, which might be around 24,000 words, significantly more than what is required for an RPL application.

Mapping for Credit Transfer and RPCL

For this you will need the documents from your previous course and the Credit Transfer/ RPCL Application Form which will list the modules on your course and the relevant learning outcomes of those modules. Now you need to do a cross-checking exercise between the documents; starting with the first Leeds Beckett learning outcome, search through your previous course documents until you locate where you have already covered that learning outcome and enter the details in the relevant box on the application form. Repeat this for each of the learning outcomes. In some cases, you might have studied a unit or module that is relatively identical to one of the Leeds Beckett modules, and has the same outcomes, which will make the mapping easier but you may need to look at a number of units/modules you studied previously in order to cover all the outcomes for one of the Leeds Beckett modules.

Mapping for RPEL

Unlike Credit Transfer and RPCL applications, you will need to draw on your personal and professional experience to complete the mapping exercise. Taking the learning-outcome-by-learning-outcome approach, outlined above for Credit Transfer and RPCL, explain how your experience has already covered these learning requirements.

As a starting point you may wish to create mind-maps or bullet-points to help link elements of your previous learning to the learning outcomes.

Questions to ask yourself when preparing to do your mapping:

- d) What did you learn from your previous experience?
- e) What skills/ learning can you demonstrate competency in following this activity?
- f) What issues in this activity can you relate to the learning outcomes?
- g) What did you do and why?
- h) Why did something happen?
- i) Could you have approached the activity differently?

You could also consider:

- j) How much do you know of the subject? Are you involved in the subject regularly or rarely?
- k) Is your knowledge a basic understanding or at an advanced level? Can you describe and summarise relevant theories, ideas and techniques or analyse and challenge them using a range of other perspectives as evidence? Are you aware of your knowledge/skill limitations?
- l) How much of your knowledge and skills were developed by someone providing guidance and information to you and how much was developed by you undertaking tasks independently, on your own initiative?
- m) How have you used your knowledge and skills, for example, what situation have you applied what you have learned to? Did these scenarios need you to solve complex or basic problems, on your own or with others?
- g) What transferable skills and qualities do you have, ie abilities that can be applied in different places and situations, eg time management, IT skills, communication skills, etc?
- h) How could you show that you are ready to study at the appropriate level (students joining the start of a course will be taking study skills modules to help them to develop study skills; if you are joining a course, for example, in year 2 or 3, you will not have the same opportunity but you will still be expected to be able to study at a higher level)

8b Criteria for approval

All applications, regardless of what kind of RPL is being asked for, will be judged by an academic member of staff with relevant expertise, who will be checking whether your application contains evidence that satisfies the following criteria:

Criteria for approval	What the assessor will be looking for in your application
Acceptability - is there an appropriate match between the evidence presented and the learning being demonstrated? Is the evidence valid and reliable?	Does your evidence support what you have written on your application form? Is the evidence dependable? Original certificates.
Sufficiency - is there sufficient evidence to demonstrate fully the achievement of the learning claimed?	Does the evidence and your entries on the application form cover the learning outcomes in full or only some of them?
Authenticity - is the evidence clearly related to the applicants' own efforts and achievements?	Has the learning referred to in the application form, and the supporting evidence, clearly been that of the applicant and not someone else?
Currency of Learning - does the evidence relate to current learning? Are there any professional, statutory or regulatory bodies' specific requirements and, if so, have these been addressed?	Is the previous learning relevant to the course, for example, do the examples of learning/ skills refer to up-to-date technology/ software/ techniques/ theories? The learning should be from the last 5 years but for some subjects, where little change occurs, eg history, maths, if the learning is a little older that should still be relevant to the course.

Directness – was the learning specific? Can it be identified and categorised?	Is the learning referred to specific enough be easily linked to the course; statements about general abilities would not be enough.
Relevance – is the learning relevant to the programme?	Does the learning directly relate to the course?
Level – did the learning reach the appropriate level to allow the learner to benefit from the proposed course?	Was the learning enough of a challenge to prepare you for succeeding on the course? For example, if you are joining a higher level of the course your previous learning needs to have been at least at the basic level so you are ready to start at a more advanced point of the course.
Breadth – was the learning in a context understood by the learner?	
Volume – was the prior notional learning time, or academic credit, equivalent to the amount of credit being sought for exemption?	Was there enough learning time? If you are studying a 20 credit module it would normally take around 200 hours to learn the contents of the module and to be ready to be assessed on the learning. Most of this time would be through reading, researching and learning from with your peers/colleagues.

It's a good idea to keep referring to the criteria as you're putting the application together just to ensure you cover all of the above.

Also, all applications need to be:

- a) **Descriptive** – it clearly describes the context of the learning activities in terms of when, where, with whom, etc.
- b) **Detailed** – regarding what you have learnt and how you have used that learning. Your application should be based on what you learned not on the experience itself. Your application should only contain relevant details, without excessive amounts of writing (if you write vast amounts of general information it will make it harder for the assessor to see that you have covered the necessary learning)
- c) **Evidence-based** – you must include evidence of the learning you refer to, such as certificates, transcripts, reports, documentation from training courses, publications, multi-media sources, etc.

Remember, you can refer to the completed examples of application forms to help you.

All claims for RPL must be made in such a way as to allow those considering the application to understand the details of the application made. As such, **all claims (including the evidence) for RPL should be made in English.**

Please remember that it is your responsibility to prepare your application.

Course Directors can guide you but cannot complete the application for you.

9 WHAT HAPPENS ONCE I'VE FINISHED MY APPLICATION?

Your application will be assessed by the relevant Course Director who will make a recommendation to an RPL Approvals Board. The Board will decide on whether your RPL application can be accepted and you will be notified of the outcome asap. The process for approving application can be found in Appendix 2A and 2B.

You may be asked to provide further or clearer evidence within your application for the application to proceed. If amendments to the application are required you will be contacted.

How long does it take to process my application?

Although there is no strict schedule for considering applications it could take a few weeks for a decision to be made, depending upon when the RPL Approval Board meet and when you submit your application (some times of the year are busier than others for university staff). This time is needed to make sure any offers to join a course are suitable for you, that you are ready and prepared to be successful and have a good overall experience with us.

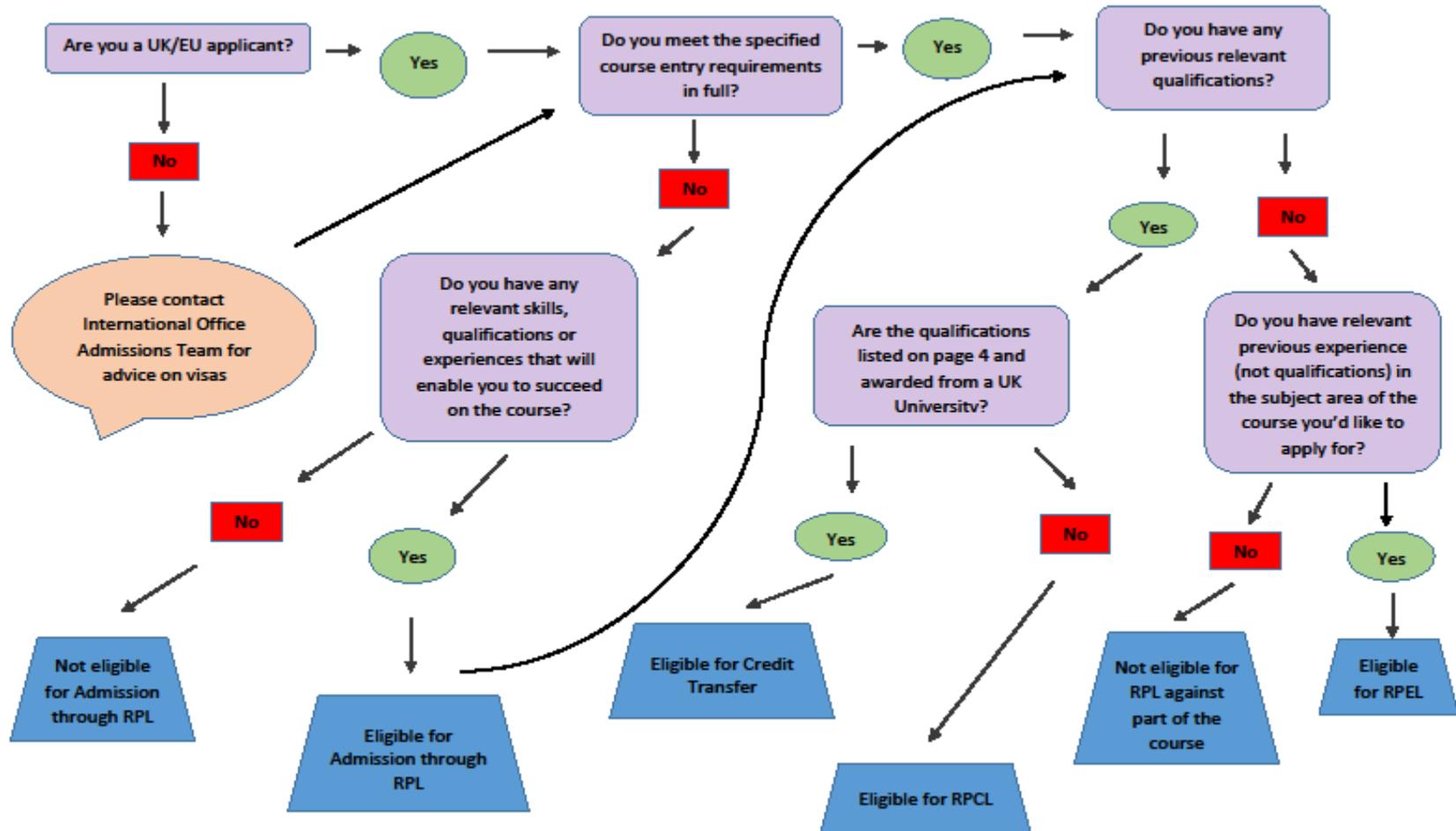
Please be assured that your application will be processed, and the outcome relayed to you, as quickly as possible. Submitting a comprehensive and clear application, alongside relevant supporting evidence, will help the process run smoothly and quickly. Try not to include lots of paperwork as “evidence” when it does not add anything to your application, this will make it more difficult for the university staff to identify what is relevant and will take much longer to process.

10 POINTS OF CONTACT AND FURTHER GUIDANCE

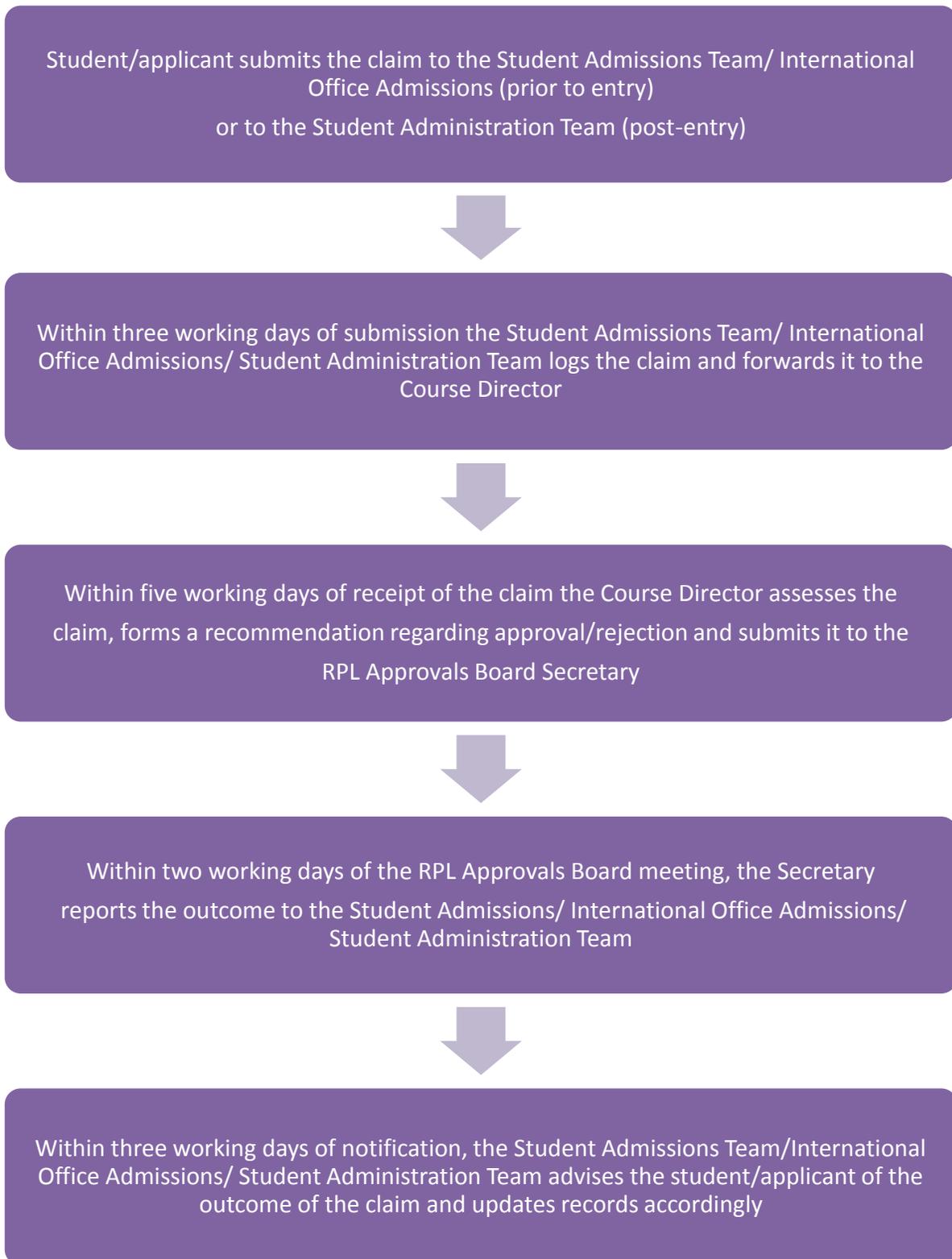
- ✓ Course Director
- ✓ Student Admissions Team/ International Office Admissions Team
- ✓ Student Administration Team (for applications made after starting a course)
- ✓ Student Hub web page on RPL <http://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning/> – this includes guidance such as the Student RPL Handbook, examples of completed application forms and a field-by-field guide on how to complete the application forms.

Appendix 1 - Indicative guide to potential RPL

International students - Please note you are advised to contact the International Office Admissions Team to make sure you are aware of possible visa issues with regards to RPL; if there are no issues, the diagram below shows the process for determining if you could apply for RPL which is the same for all other students.



Appendix 2A - RPL APPROVAL PROCESS WITH INDICATIVE TIMESCALES



Appendix 2B - RPL APPROVAL PROCESS (PARTNERS) WITH INDICATIVE TIMESCALES
If you are studying at a partner institution

