

# IBCM Recognition of Prior Learning Policy and Application Form

## 1.0 Policy Statement

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

*Regulatory arrangements for the Qualifications and Credit Framework (Ofqual/08/3726)*

- 1.2 RPL is about using a learner's evidence of earlier learning and achievement towards part of a qualification. An assessor reviews whether the evidence is enough to show that a learner has met the assessment requirements for a current qualification module/unit.
- 1.3 IBCM aims to provide opportunities for learners to submit evidence using recognised prior learning that can be mapped against learning outcomes and assessment criteria to contribute to a recognised qualification.
- 1.4 IBCM recognises that RPL enables recognition of achievement from a range of activities and can include learning based on experience and/or other formal, non-formal and informal learning contexts. This will include knowledge and skills gained within school, college, university and outside formal learning situations such as through life and work experiences. Evidence of learning must be:
- valid
  - current
  - reliable
  - authentic
  - sufficient

## 2 Scope

This policy applies to all academic qualifications offered at IBCM including those on the RQF, QCF and other national frameworks, self-regulated qualifications and the Quality Assurance Agency (QAA) for Higher Education.

## 3 Legislation

The Equality Act 2010 applies to the operation of this policy.

## **4 Staff Responsibilities**

- 4.1 All staff have a responsibility to give full and active support to this policy. This includes the *Principal, Admissions Manager, Programme Leaders, Lecturers* and/or others involved in the initial advice and guidance to applicants where the learner wishes to claim RPL or where, after discussion, it is considered that there may be a case for RPL to be considered.
- 4.2 The *Principal*, with support from the *Academic and Quality Manager*, has overall responsibility for ensuring that this policy is known, understood and implemented.
- 4.3 The *Principal* will be responsible for ensuring that all IBCM staff are fully conversant with this policy and any demands it places on them
- 4.4 The *Principal* will be responsible for ensuring that all staff involved in RPL are competent to undertake their role in the procedures for assessment, verification and recognition of prior learning.
- 4.5 The *Principal* will be responsible for ensuring that staff development is made available to those staff not conversant with or competent to undertake the procedures for RPL.

## **5 Student Responsibilities**

- 5.1 The student will discuss their potential RPL with *Admissions Manager* at their initial interview or at enrolment. They will be advised on the process to follow and given appropriate documentation to complete. This will enable them to identify the evidence they are providing and where this meets the national standards for any specific units of their qualification.
- 5.2 The student will then be responsible for completing all relevant documentation and gathering the necessary evidence to support their claim, within the timeframe specified by the *Admissions Manager*. Details regarding types of evidence needed, for experiential and certified learning are set out below.
- 5.3 The student must agree to attend any further oral assessments or appropriate assessments if initial evidence is deemed to be unsatisfactory or insufficient for the RPL assessor.

## **6 Implementation of the Policy**

- 6.1 RPL is a learner-centred, voluntary (for the learner) process. All applications for RPL should be made when a learner first applies for a course and no later than two weeks after enrolment on a course. The individual will 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 during the initial interview by the *Admissions Manager*.
- 6.2 Assessment for RPL will be applied in the same manner as for all other assessment i.e. all evidence presented will be evaluated using the stipulated criteria, and will be undertaken by the relevant *Programme Leader* (the 'assessor'. The assessor must be satisfied that the evidence produced by the learner meets the standard established by the learning outcome and its

related assessment criteria. The same quality assurance and monitoring standards will be applied to the RPL assessment as any other form of assessment and any decision, therefore any decision made will be internally verified before approval.

- 6.3 Where a learner wishes to apply for RPL they will need to complete the *RPL Application Form* (see appendix), indicating the modules/units they are seeking RPL for and submit this, with the required evidence, to the *Admissions Manager* for assessment by the 'assessor'. The nature of evidence will depend on whether they are supporting a claim for certificated learning or experiential learning. The *Admissions Manager* in conjunction with the *Programme Leader* and the *Academic and Quality Manager* will assess each claim on its own merit. Claims for RPL on courses awarded by Pearson will need to be ratified formally by the Academic Board.
- 6.4 All assessment of RPL claims will be take into account any specific validating or awarding body regulations pertaining to RPL.
- 6.5 Should the evidence presented for RPL not cover the standards for the module(s) fully then the assessor may set additional activities to cover the missing criteria. If the currency of any evidence is in doubt, the assessor may use questions to check understanding, and for competence. In certain programmes/qualifications specific mapping guidance may already be provided by the Awarding Body
- 6.6 The student will be advised on the outcome of their RPL claim in writing within a maximum two week period.
- 6.7 Appeals relating to an RPL decisions should follow the admissions appeals procedure as setout in the *Admissions Appeals Policy*.

## 7. **Evidence guidance**

- 7.1 Evidence to support a claim for **Certificated Learning**
- A description of the content and learning outcomes of the programme/modules you have completed (eg extracts from a course or module handbook, programme specification, or links to relevant web pages)
  - An academic transcript of your previous programme of study. This should normally include confirmation of the institution and validating body; the course programme title studied; your name, dates of study and (where appropriate) modules passed, points achieved and final award.

- 7.2 Evidence required to support a claim for **Experiential Learning**:

A portfolio of evidence to support your claim for each module including:

- Personal reflection on experiences relevant to each of the learning outcomes of the module
- Relevant job descriptions
- Independent verification of dates of relevant employment
- Samples of work you have produced
- Relevant certificates of non-accredited courses of study completed (together with syllabus/explanatory information)
- Character references.

Evidence will be assessed to ensure that it is at the appropriate **level** of the module and that there is appropriate volume of evidence to demonstrate **sufficient** experience. Evidence must be current, ie. sufficiently recent to be valid

## **8.0 Monitoring & Evaluation**

- 8.1 Student feedback will be gathered to ascertain the levels of satisfaction with the advice and help received in preparing to claim RPL.
- 8.2 Staff feedback will be gathered to ascertain the quality of support provided by the College to enhance skills and competence to undertake the procedures for RPL.
- 8.3 External examiner/verifier comments on the rigour and consistency applied to RPL procedures across the College will be studied and actioned as appropriate.

## **9.0 Reference Points**

The following policy and procedure documents support the information in this policy:

- *IBCM RPL Application Form* (see appendix)
- *IBCM Equal Opportunities Policy*
- *IBCM Admissions Policy*
- *IBCM Assessment and IQA Strategy*

## **10.0 Version history**

Version	4.2
Originator	Academic and Quality Manager
Effective from	1 <sup>st</sup> October 2022
Approved by	Board of Governors
Date Approved	30 <sup>th</sup> September 2022

## IBCM Recognition of Prior Learning Application Form

Name of applicant	
Programme of study applied for	
Start date	
Duration	
Awarding/accreditation body	
Details of module/unit (s applied for through RPL	

Nature of RPL	Certified/Experiential
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<b>Certified Learning</b>
Details of evidence provided <i>(this must include confirmation of educational institution and validating body, course/programme title studies, dates of study, modules passed, credit points achieved and final award. Certificates, transcripts etc)</i>

## Experiential Learning

### Details of evidence provided

*(A portfolio of evidence is required which might include the following: Personal reflection on experiences relevant to modules/learning outcomes, job descriptions, independent verification of dates of employment; character references, samples of produced work, certificates of non-credited courses of study completed plus course syllabus.*

**IBCM Staff only:**

Name of person/persons assessing claim	
Outcome of decision (modules for which RPL can/cannot be claimed/requirement for further evidence etc )	
Justification/rationale for decision	
Arrangements for feedback to learner	
Academic Board & Awarding Body ratification information	
Actions/next steps required	