



HE Accreditation and Recognition of Learning (A/RPL) Procedure 2023-2024

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. DOCUMENT HISTORY

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Next review: May 2024

SLT Owner: HE Academic Registrar

Author: Head of HE Academic Services and Quality Assurance

Publication requirements: PUBLIC

2. INTRODUCTION

- 2.1 Throughout this document reference will be made to Askham Bryan College as 'University Centre Askham Bryan' (UCAB)
- 2.2 This document outlines the processes involved in accrediting learning and achievement that has occurred prior to the current programme that:
 - has been previously assessed and certificated;
 - was in a work/community-based setting, but which is not a formal part of that experience;
 - is concurrent with participation in a he programme, but is not a formal part of that experience;
 - was gained through experience and critical reflection,-but was not part of a formal learning programme.
- 2.3 Students are responsible for the accurate completion of the relevant paperwork and for providing appropriate evidence in support of the application.
- 2.4 Where the application for A/RPL has been declined students can appeal the decision within. Any appeal must be sent to HE@askham-bryan.ac.uk within 10 working days of the delivery of the emailing informing the student of the outcome from the panel.
- 2.5 The process for A/RPL is outlined in Appendix 1.

3. RESPONSIBILITIES

3.1. The Head of HE Academic Services and Quality Assurance will have overall responsibility for ensuring compliance with this policy. The Curriculum Area Managers will be assisted by their Curriculum Teams and HE Academic Services Officers to ensure compliance with this policy.

3.2. Key responsibilities are outlined below:

- a) **Student:** Students are required complete the APEL application form, mapping their prior learning or experience to the learning outcomes for the module(s) and submit it to HE@askham-bryan.ac.uk with all supporting evidence of the claims made.
- b) **Course Manager:** The course manager will support the student in completing the (A/RPL) Application form, review the application before the student submits it to the HE email and confirm that they support the application.
- c) **Academic Services Officer:** The Academic Services Officer will collate all the (A/RPL) applications and evidence sent by the students, email the Course Manager to confirm whether or not they support the application and be the secretary to the (A/RPL) Panel. The Academic Services Officer will email the student, the course manager and the HE Registry Coordinator the outcome of the (A/RP) Panel and adds the APEL decision to the relevant results tracking platform.
- d) **A/RPL Panel:** The A/RPL Panel will meet to review applications and consider evidence and confirm whether the application can be approved or rejected.
- e) **HE Registry Coordinator:** The HE Registry Coordinator makes necessary amendments to the students Markbook/results tracking platform.

4. MONITORING AND REVIEW

4.1 Head of HE Academic Registrar will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Head of HE Academic Services and Quality Assurance and via HE Academic Quality and Standards Committee and HE Academic Board.

5. SUPPORTING/RELATED DOCUMENTS

- HE Accreditation and Recognition of Learning (A/RL) [HE] Policy
- Academic Regulations (HAU, RAU, Askham Bryan College)

6. RELEVANT LEGISLATION

In all aspects of this procedure the College will comply with the following legislation:

UK Quality Code for Higher Education Part B6

7. APPENDICES

Appendix 1. A/RPL Application Flowchart

