



Policy on Accreditation and Recognition of Prior Learning (A/RPL) [HE] 2023-24

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

Date of Issue: November 2023

Approved on: 8th November 2023 at HEAB and 15th November 2023 at Policies Group

Next review: May 2024

SLT Owner: HE Academic Registrar

Author: Head of HE Academic Services and Quality Assurance

Publication requirements: PUBLIC

2. POLICY STATEMENT

- 2.1. This policy has considered the UK Quality Code for Higher Education Part B6.
- 2.2. This policy will be reviewed annually to consider its effectiveness in accordance with common practices.
- 2.3. This policy 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.
- 2.4. All documents relating to this policy, including proforma and student guidance/handbooks are available on the HE Student Moodle page.

- 2.5. Staff involved in the process of A/RPL will be provided with regular training and updates to ensure competence (Indicator 4 of the UK Quality Code).

3. PURPOSE

- 3.1. The College recognises the validity of prior learning, whether certificated or based on experience, and seeks to give credit for such learning.
- 3.2. The College will provide opportunities for the accreditation of prior certificated or uncertificated learning for credit towards an award. Credit can be given for prior learning where the level and content of that learning is appropriate to a particular programme of study.
- 3.3. APL will be undertaken in a manner which ensures consistency and equity and preserves the academic integrity of the awards.
- 3.4. For students on FdSc Veterinary Nursing, any applications for A/RPL will be considered on an individual basis. Due to the nature of the specific requirements of the programme, A/RPL may not be possible and you are encouraged to speak to your module tutor or course manager as early as possible if considering an application.
- 3.5. Credit awarded for modules achieved through A/RPL procedures will not be graded and will not contribute towards final classification of the award.
- 3.6. Students are responsible for preparing their own applications and for submission of appropriate, relevant and adequate evidence to the A/RPL panel, by the published deadline, for consideration. Students are expected to study a module until the time that their application has been approved. There is no guarantee that any given application will be approved therefore students will be registered on the module until such notification is received.
- 3.7. Students are responsible for initiating discussion with the module tutor if they are considering an A/RPL application.
- 3.8. Students may apply to enter a programme with Advanced Standing, using the transfer of academic credit up to 120 credit maximum of relevant credit which fits with the overarching academic aims of the programme. The curriculum team can make the admissions decisions and put in evidence of achievement of the level 4 achievement.
- 3.9. The charge for the accreditation of prior learning for each module is set at 100% of the pro-rata study fee, depending on credit value and student's year of entry and fee status.

4. SCOPE AND LIMITATIONS

- 4.1. This policy applies to any students on Higher Education programmes at Askham Bryan College.
- 4.2. The terms used in this policy are defined as:

Accreditation	The process of formally recognising and awarding credit for learning achievement
APL	Accreditation of Prior Learning (any)
APL application	A collection of evidence which shows clear and logical connections between experience and proven learning
APCL	Accreditation of Prior Certificated Learning
APEL	Accreditation of Prior Experiential Learning
Credit	The amount and academic level of learning that has been achieved or is expected
Prior Certificated Learning	Qualifications gained prior to the current programme by academically rigorous and valid assessment
Prior Experiential Learning	Uncertificated prior learning from experience
RPL	Recognition of Prior Learning

4.3. When assessing evidence for A/RPL, the following criteria should be considered:

- The academic judgement employed should be the same as that brought to other assessments;
- The currency of prior learning- usually no more than seven years old;
- The amount and level of the award;
- Whether there is evidence of learning rather than simply evidence of experience, i.e. are in the intended learning outcomes demonstrated?
- Whether the credit sought will allow the student to progress to later stages of the course without disadvantage;
- The authenticity of the evidence.

5. RESPONSIBILITIES

5.1. Chair of the A/RPL Board will:

- Ensure all staff are briefed on the A/RPL process and paperwork;
- Confirm dates of A/RPL board meetings and ensure publication in the HE calendar and ensure that A/RPL boards meet.

5.2. HE Academic Services Officer will:

- Record outcomes of the A/RPL Board;
- Inform course managers of the outcomes;
- Communicate decision of the A/RPL Board to the relevant universities;
- Maintain internal records of A/RPL applications, boards and outcomes.

5.3. Course Managers will:

- Ensure students are informed of the opportunity for A/RPL;
- Advise students on modules which are likely to be reasonably claimed on the basis of A/RPL.

5.4. Module Tutors will:

- Undertake initial assessment of the student's A/RPL application and write a recommendation to the Board based on the application;
- Appeals procedures are signposted on the College intranet (Student Moodle).

5.5. Students will:

- Complete paperwork and supporting evidence in advance of the deadline;
- Discuss their intention to apply for A/RPL with module tutor and course manager;
- Ensure all the relevant supplementary evidence is gathered to support the A/RPL application.

5.6. 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 course teams and to ensure compliance with this policy.

6. MONITORING AND REVIEW

6.1 The HE Academic Registrar 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.

7. SUPPORTING/RELATED DOCUMENTS

- Validating University Academic Regulations (HAU, RAU, Askham Bryan College)
- HE Accreditation and Recognition of Learning (A/RPL) Procedure

Please note: Universities have different limits to the amount of credit which can be gained through A/RPL. Students are encouraged to refer to their validating universities Academic Regulations and discuss their application with their course manager.