



Accreditation and Recognition of Prior Learning (A/RPL) Policy and Procedure (HE) 2026-2028

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. POLICY STATEMENT

- 1.1 This policy will be reviewed annually to consider its effectiveness in accordance with common practices.
- 1.2. 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 Higher Education 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.
- 1.3. All documents relating to this policy, including A/RPL Application Form and guidance for students are available on the Teams page 'UCAB HUB'
- 1.4. Staff involved in the process of A/RPL will be provided with regular training and updates to ensure competence

2. PURPOSE

- 2.1. The College recognises the validity of prior learning, whether certificated or based on experience, and seeks to give credit for such learning.
- 2.2. 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.
- 2.3. A/RPL will be undertaken in a manner which ensures consistency and equity and preserves the academic integrity of the awards.

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- 2.4. 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 students are encouraged to speak to the module tutor and course manager as early as possible if considering an application.
- 2.5. Credit awarded for modules achieved through A/RPL procedures will not be graded and as such the grade will not contribute towards final classification of the award.
- 2.6. 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.
- 2.7. Students are responsible for initiating discussion with the module tutor and course manager if they are considering an A/RPL application.
- 2.8. Students may apply to enter a programme with A/PRL, 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.
- 2.9. 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.

3. SCOPE AND LIMITATIONS

- 3.1. This policy applies to any students on Higher Education programmes at Askham Bryan College.
- 3.2. 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
A/RPL	Accreditation and Recognition of Prior Learning
Credit	The amount and academic level of learning that has been

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	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

3.3 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.

4. INTRODUCTION TO THE PROCEDURE

4.1 Throughout this document reference will be made to Askham Bryan College as 'University Centre Askham Bryan' (UCAB)

4.2 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.

4.3 Students are responsible for the accurate completion of the relevant paperwork and for providing appropriate evidence in support of the application.

4.4 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.

4.5 The process for A/RPL is outlined in Appendix II.

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4.6 The Terms of Reference and membership of the A/RPL Panel can be found in Appendix I.

5. RESPONSIBILITIES

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

5.2. Key responsibilities are outlined below:

- a) **Student:** Students are required complete the APEL application form – available on the UCAB HUB, mapping their prior learning or experience to the learning outcomes for the module(s) and submit it 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 and confirm that they support the application.
- c) **Academic Services Coordinator** The Academic Services Coordinator 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 Coordinator 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 results tracking platform.

6. MONITORING AND REVIEW

6.1 The 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.

7. SUPPORTING/RELATED DOCUMENTS

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

8. APPENDICES

- Appendix I. Terms of Reference for the ARPL Panel
- Appendix II. A/RPL Application Flowchart

10. DOCUMENT HISTORY

Date of Issue: 29th May 2026

Approved on: HEAB on 6th May 2026 and at Policies Group on 20th May 2026

Next review: June 2028

SLT Owner: Assistant Principal HE and Academic Registrar

Author: Head of HE Academic Services and Quality Assurance

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Appendix I. Terms of Reference for the ARPL Panel

1. TERMS OF REFERENCE

The College AP(E)L Panel operates to implement the College's A/RPL Policy and Procedures.

The

AR/PL Panel is empowered by the HE Academic Quality & Standards Committee.

The A/RPL Panel will:

- a) Consider and approve/deny all undergraduate A/RPL applications.
- b) Ensure that students are informed of A/RPL decisions within seven (7) working days.
- c) Report to the HE Academic Quality & Standards Committee any issues arising from the operation of the College's A/RPL procedures.
- d) Make recommendations for improvements to the A/RPL process as appropriate.

2. REPORTING

The A/RPL Panel will report directly to the HE Academic Standards Committee.

3. MEMBERSHIP

The membership shall be:

- Head of Department(s) (Chair)
- Curriculum Team Leaders (minimum of 1)
- HE Registry Coordinator

The Secretary to the Panel is the Academic Services Coordinator

Co-opted members:

The Panel shall have the power to co-opt other members of College staff when required.

4. QUORUM

- 1 x Head of Department
- 1 x Curriculum Team Leader
- Academic Services Coordinator

5. MEETINGS

- Normally one early in the Autumn term to ensure a timely response to student applications.
- Additional meeting will be convened as and when necessary to respond to applicants in a within seven (7) working days.

Appendix II. A/RPL Application Process

