



# **KMS 105 Higher Education Recognition of Prior Learning Policy and Procedure**

**University Centre Kingston Maurward**

## **Authority:**

The Higher Education Recognition of Prior Learning Policy and Procedure is approved by Higher Education Academic Board in accordance with the Corporation's Standing Orders. It applies across all the academic activities of the College and University Centre.

## **Alternative Formats:**

If you require this document in an alternative format, please use the following contact information: [enquiries@kmc.ac.uk](mailto:enquiries@kmc.ac.uk)

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# 1 Introduction

- 1.1 University Centre Kingston Maurward (UCKM) recognises that learning is continuous - at home, at work or at leisure, as well as formal certified learning.
- 1.2 Recognition of Prior Learning (RPL) is a process which enables UCKM to identify and acknowledge your achievement from a range of activities and measure these against the learning outcomes of your qualification.
- 1.3 Provided that the learning outcomes of a given module or qualification have been met, the use of RPL is acceptable to accrediting a module or a qualification up to, but not including, Level 6. For Open University validated programmes, please refer to [Appendix B](#) for further information on the proportion of RPL that is permitted.
- 1.4 RPL may be used to allow direct entry to stage 2 or stage 3 of an undergraduate qualification where this is permitted by the Awarding Body. For Open University validated programmes, stage exemption will be on the basis of completion of an appropriate certified qualification from a recognised UK HE programme of study.
- 1.5 This document sets out the policy and procedure of RPL for the award of credit.
- 1.6 The award of credit will not carry a grade. Credit awarded through the RPL process will appear on your transcript but will not count towards your qualification classification.

## **2 Scope**

- 2.1 This Recognition of Prior Learning policy applies to Higher Education students (you) studying Open University-validated Higher Education (HE) provision within UCKM and/or those on HE programmes where the Awarding Body refers students to the provider's RPL policy.
- 2.2 The term "Recognition of Prior Learning" is used throughout and replaces earlier labels such as Accreditation of Prior (Experiential) Learning (AP(E)L) and Accreditation of Certified Learning (ACL).
- 2.3 The policy is intended to set out the principles and procedures for:
  - exemption from individual modules, or
  - direct entry to the second or subsequent year of a programme based on prior certified and/or experiential learning, where permitted by the Awarding Body.
- 2.4 Reference should be made to the relevant Academic Regulations, such as the [OU/UCKM Academic Regulations](#), which take precedence over this policy.

## **3 Policy Statement**

- 3.1 This Policy sets out how your prior learning experience is assessed. Where the prior learning meets the learning outcomes of the relevant module(s) or award level, then it can be recognised as part of a formal qualification.
- 3.2 This Policy defines the procedures and guidance for submitting and considering requests for recognition of prior learning based on certified and/or experiential learning. Where the learning is deemed equivalent (i.e., 'recognised'), the appropriate level and amount of credit shall be accredited to the intended programme.
- 3.3 We operate our RPL procedure in a way that is fair and in accordance with the relevant Academic Regulations, the [Equality Act 2010](#) and our

[Equality, Diversity and Inclusion Policy](#). This includes a commitment through our [Access & Participation Plan](#) that UCKM fosters recruitment from groups currently under-represented in higher education, by working to raise aspirations and break down barriers to participation such as those created by culture, geography, social and economic factors.

- 3.4 The sector benchmark, [The Framework for England for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland \(FHEQ\) 2<sup>nd</sup> Edition Updated 2024](#), is also referenced for consistency with sector practice and expectations.

## **4 Responsibilities**

### **The Deputy Principal**

- 4.1 Responsible for ensuring the RPL policy and procedures are reviewed and monitored.

### **RPL Assessor(s)**

- 4.2 RPL applications shall be assessed by a trained member of staff, e.g., the Programme Leader, or the Head of Higher Education as appropriate.
- 4.3 Where complex cases are presented the Head of Higher Education will convene a working group to form an assessment panel. This panel shall be comprised of subject matter experts.

### **Academic Staff**

- 4.4 The Head of Higher Education will ensure that Academic Staff:
- Discuss RPL with prospective students during the interview process, referring to the Head of HE or the Exams Department as necessary for further guidance.
  - Receive training in RPL and will be able to demonstrate a good level of understanding of RPL.

- 4.5 Academic Staff should also ensure that their industry knowledge and skill levels remain current and relevant through appropriate Continuing Professional Development activities.
- 4.6 Standardisation activities are to be undertaken at least once a year; records and evidence of activities will be provided for External Quality Assurance visits. Where RPL is agreed, a report is submitted to the Exams team, reviewed by the Higher Education Board of Examiners, and entered on the student record.

### **Communication**

- 4.7 We will publish advice and guidance about submitting an RPL application via [UCKM's website](#). Unless precluded by the requirements of a Professional, Statutory or Regulatory Body (PSRB), all programmes shall consider a request for RPL.

## **5 Principles for Recognition of Prior Learning**

### **General:**

- 5.1 Recognition of prior learning is part of the admissions process. Please see the [Higher Education Admissions Policy and Procedure](#).
- 5.2 Recognition of prior learning is awarded prior to enrolment.
- 5.3 In order to be eligible for module or general credit exemption, the prior learning must match or exceed the level of the module(s) or level against which credit is being awarded.
- 5.4 The prior learning must demonstrate parity between the learning outcomes of the prior experience and the learning outcomes of the taught module/award level elements.

## **Evidence:**

5.5 Applicants for RPL are required to supply evidence which demonstrates that the required learning outcomes for a module and/or direct entry to a higher stage/the second or subsequent year of a programme have been met. The evidence submitted for Recognition of Prior Learning must be:

### 5.5.1 Valid & Authentic:

- The evidence is valid if it derives from an activity which clearly relates to the subject matter of the module or course.
- The authenticity of the evidence can be determined by an endorsement or reference from relevant sources e.g., employers or validating institutions.

### 5.5.2 Relevant:

- The specifications of a job or the learning outcomes of a particular qualification will determine the relevance of the evidence.

### 5.5.3 Current / Recent:

- How recent the learning and/or experience is can determine whether it will meet the learning objectives; certain skills and knowledge, for example, can quickly become out of date. If you are unsure if your evidence is recent enough, please contact our [university.centre@kmc.ac.uk](mailto:university.centre@kmc.ac.uk) to discuss.

### 5.5.4 Reliable:

- The evidence employed is of a type or format which is verifiable and known to produce a reliable assessment of learning outcomes to meet intended learning outcomes.

### 5.5.5 Sufficient:

- The evidence presented should be relevant and contain sufficient evidence for the purpose intended.



#### 5.5.6 Written in English:

- The Language of Instruction and assessment for these programmes is English and the RPL evidence must be capable of being read directly by the assessors. Documents in translation are not usually permitted unless professionally translated and certified by an independent third party.

5.6 The evidence presented for Recognition of Prior Learning is subject to the same quality assurance processes as learning derived from taught programmes.

### **5.7 Recognition of Prior Certified Learning:**

5.7.1 Credit achieved through a programme of study at another institution is considered either “general credit” or “specific credit”. Applicants must provide a certificate and transcript issued by the awarding body, showing modules and grades.

#### **General Credit:**

5.7.2 General Credit is not programme specific but is an objective measure of the credit weighting and level of previous learning.

5.7.3 Prior certificated learning undertaken in the UK Higher Education system will normally have appropriate credit weightings and levels attributed to it. As such it will attract general credit based on the academic value and level of the achievement.

5.7.4 Such general credit may be considered where you are seeking accelerated entry to or progression through a programme. RPL would take place at the application stage, please refer to the [Higher Education Admissions Policy and Procedure](#).

### **Specific Credit:**

- 5.7.5 Specific Credit is awarded towards the attainment of a specific programme of study leading to an award.
- 5.7.6 It is defined in terms of credit weighting and level but is identified against specific module(s) or level(s) of a programme.
- 5.7.7 Specific credit can only be confirmed by UCKM. The amount of specific credit awarded to you cannot exceed the amount of general credit which you have and may be less.
- 5.7.8 Both General and Specific Credit will be recorded on a transcript provided by another HE institution or securely confirmed by another institution.

### **5.8 International Students:**

- 5.8.1 International students should supply a [Statement of Comparability](#) from UK ENIC to UCKM if applying for consideration of recognition of prior certified learning. UK ENIC charge a fee for supplying a Statement of Comparability, details of which can be found on the [UK ENIC](#) website.
- 5.8.2 Depending on how much information is needed to make a decision if RPL is sought, UCKM may also request a copy of programme/module outlines for your relevant prior study as part of your RPL application.
- 5.8.3 UCKM may need to contact your previous institution so a comparison between learning outcomes can be made as part of the RPL process.

### **5.9 Recognition of Experience**

- 5.9.1 Credit or direct entry to a level for stage exemption may be gained through recognition of your prior experience, which is uncertified and not previously assessed, if permitted by the Awarding Body. For example, learning from unpaid work or paid work, community activities, leisure pursuits and other informal learning experiences.

5.9.2 As part of your admissions process, it will be discussed with you what evidence you will need supply to demonstrate your non-certified experience. This may include, but is not limited to:

- a portfolio of original work, and/or
- a presentation, and/or
- a submission of artefacts, and/or
- an assignment

5.9.3 The evidence you will be asked to produce will need to clearly demonstrate that your experience meets the learning outcomes of the module(s) or level(s) for which RPL is being sought.

5.9.4 In each case the criteria achieved must clearly match the current qualification criteria, and all assessment strategies must be adhered to. Your portfolio submission will be marked against the marking criteria for the module assessments, for which recognition of prior experiential learning is claimed.

## **5.10 Limitations:**

5.10.1 Recognition for prior learning (certified, experiential or uncertified) is not permitted at level 6 of a Bachelor's Degree or for the thesis/dissertation module, where students are expected to complete 120 credits to gain the award. Recognition for prior learning (certified, experiential, or uncertified) is not permitted for the thesis/dissertation module on a Post Graduate programme.

5.10.2 Credit will only be awarded against whole modules.

5.10.3 Transferred credit will not carry a grade. Credit awarded through the RPL process will appear on your transcript but will not count towards your qualification classification. Only credit gained through study at UCKM will count towards the classification of the qualification.

## **Time Limits of Certified or Experiential Learning**

5.10.4 Recognition and accreditation shall normally be awarded for learning achieved within five years prior to the enrolment date for the intended programme at UCKM. For some programmes, more recent evidence may be required (e.g., in fields where technological developments may occur regularly). This will be confirmed with you as part of the RPL application process on a case-by-case basis.

5.10.5 Prior learning completed more than five years prior to the enrolment date for the intended programme may be recognised and accredited subject to the following conditions:

- a) The Programme Leader confirms that the learning is still relevant and meets the required learning outcomes; and /or
- b) You are able to demonstrate evidence of recent application of knowledge/skills, updating and relevance to your practice (in the case of professional programmes) and the award sought.

## **5.11 Proportion of Award Achievable by RPL**

5.11.1 It is the responsibility of UCKM to decide how much specific credit to award an individual student via RPL, based on the level, extent, and perceived relevance of the learning (both knowledge and skills based) when compared with their intended programme of study at UCKM.

5.11.2 Specific limits on the amount of RPL that may be transferred to an Open University validated programme at UCKM are defined in [Appendix B](#) of this document. You will be reminded of these limitations as part of your RPL application process.

## **5.12 Equivalence of Content and Credit**

5.12.1 Where recognised learning meets the criteria above and has been allocated credit, UCKM is responsible for determining whether:

- The credit systems between the Awarding Body of the prior credited learning are equivalent to UCKM and/or its Awarding Bodies.
- If the credit systems are equivalent, the credit will be transferred at the same level and amount.
- Where the credit systems differ, UCKM shall determine the equivalent level and volume of credit to be accredited.

5.12.2 Where recognised certified learning meets the criteria above but has not been allocated credit, UCKM shall follow the procedures detailed in this Policy to gauge the equivalent credit level and volume to be accredited.

## **5.13 Potential Outcomes**

5.13.1 You will be contacted by email with an outcome, within 10 working days of your RPL application.

5.13.2 If further evidence is required, you will be contacted by the RPL Assessor(s) by email to discuss what further evidence is required and a new submission date will be agreed with you.

5.13.3 The potential outcomes are:

- Recognition of certified and/or experiential prior learning and credit awarded/direct entry to the second or a subsequent year of the programme permitted.
- Where the RPL application is partially or fully rejected, the email confirming the decision shall include relevant details of why the evidence submitted did not meet criteria.

5.13.4 Applicants should note that any reduction in the number of credits being studied may prevent you from having the status of a full-time student in one or more years of study.

- The Programme Leader/Curriculum Manager will liaise with the Admissions Team for student status and fee reassessment and so that the Management Information Systems (MIS) Team may set up an appropriate part time course code with associated fee.
- The Admissions Team will advise applicants, as part of the application process, of any fee implications resulting from RPL or RPEL in advance of enrolment.

## **6 Recording RPL and Data Protection**

- 6.1 All RPL activities and academic decisions are to be recorded appropriately and retained in your file, where the data is held electronically.
- 6.2 Information may also be shared to Departments, Board of Examiners and the Management Information System as required. Anonymised samples of RPL evidence may also be shared with the Awarding Body if this is requested.
- 6.3 Any information provided by you during the RPL procedure will only be shared with limited number of staff who are directly involved in the RPL procedure. Staff access to this information will abide by the [Data Protection Policy and Procedure](#).
- 6.4 We are required to provide anonymised statistical data returns to our regulators and statutory agencies. This does not identify individuals.

## **7 Review and Monitoring of RPL**

- 7.1 The operation of the RPL policy and procedure and associated outcomes will be reviewed annually. The RPL policy and procedure document will be reviewed annually in the light of operational feedback.
- 7.2 The Deputy Principal ensures that RPL procedures are continuously monitored via:
- Termly Departmental Curriculum Review Boards
  - Monthly Departmental Quality Review Reports
  - Quality & Standards Committee Meetings
  - Departmental Self-Assessment Reports
  - Annual Curriculum Planning
  - Student Voice Feedback

## **8 Complaints and Appeals:**

- 8.1 We are committed to a fully inclusive and transparent Recognition of Prior Learning Policy and Procedure. You can complain about your RPL process should you be dissatisfied with any aspect of your experience. If you feel the RPL policy and/or procedure were not correctly followed, please refer to the [Complaints Policy and Procedure](#).
- 8.2 You have the right to appeal the decision in line with HE Academic Appeals Policy and Procedure. Please note that appeals against academic judgement decisions will not be accepted.
- 8.3 Academic Appeals must be made in writing within 15 working days of the date of the written communication from UCKM notifying you of the decision. Further details may be found in [UCKM's Academic Appeals policy](#).

## 9 Related Documents:

9.1 This Policy should be read in conjunction with

- [HE Admissions Policy and Procedure](#)
- [Complaints Policy and Procedure](#)

## 10 Document Management, Approvals & Review:

<b>Version Control</b>			
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Date of Amendment:		Amendments:	<i>List of amendments</i>
Date of Amendment:		Amendments:	



## APPENDIX A: Recognition of Prior Learning Procedure

### 1 Making an Application for RPL

- 1.1 Before applying for RPL, you may wish to obtain information, advice, and guidance from the Head of Higher Education ([matthew.jarvis@kmc.ac.uk](mailto:matthew.jarvis@kmc.ac.uk)) about the RPL process and types of evidence required.
- 1.2 Once you are ready to submit your application for RPL, this will need to consist of:
- a written request to [university.centre@kmc.ac.uk](mailto:university.centre@kmc.ac.uk), stating the UCKM award for which you are seeking RPL, and
  - details of the module/s or level of entry for which you wish to be considered
- 1.3 For **certified learning** you must present:
- a) The title and level of the UCKM HE programme module for which RPL is sought.
  - b) A statement summarising the application being made and the desired outcome.
  - c) A certified copy of a transcript and award certificate from a recognised HE Institution;
  - d) The Learning Outcomes of the module/element for which RPL is sought.
  - e) Annotation of those Learning Outcomes to show how the transcript or award meets those outcomes.
- 1.4 For **experiential learning** you are required to submit evidence of your learning, which may take the form of a Portfolio of original work, a presentation, submission of artefacts, or an assignment. The content of the evidence shall vary in accordance with the nature of the

experiences and of the learning that has resulted from that experience, but it shall normally include the following:

- a) The title and level of the UCKM HE programme module for which RPL is sought.
- b) A Statement summarising the application being made and the desired outcome.
- c) A brief CV to provide a context for the claim.
- d) A reflection on the relevance of the experiential learning to the programme against which the claim is being made. This should include:
  - i) The Learning Outcomes of the module/element for which RPL is sought.
  - ii) Annotation of those Learning Outcomes to show how the portfolio demonstrates it meets those outcomes.
- e) Any other supporting evidence.

1.5 The evidence of certified or experiential learning (and any supporting evidence if applicable) should be sent to [university.centre@kmc.ac.uk](mailto:university.centre@kmc.ac.uk) at least 10 working days prior to the commencement of your course.

## **2 Procedure: Prior Certified Learning**

2.1 When considering evidence for prior certified learning, the RPL Assessor (the Programme Leader, Head of Higher Education, or other trained, designated Staff Member) shall:

- A. Confirm (against a transcript of credit or award certificate) that credit has been awarded by an agency, such as a university, recognised by UCKM;
- B. Confirm (against a transcript of credit or award certificate) that the learning activity has been given a credit rating (e.g., 20 credits at

level 5), or judge the level and amount of credit on the basis of the year and volume of study at another UK institution, or confirm the level and volume of study successfully undertaken in an overseas university or similar institution.

C. Assess the evidence submitted against the following:

- the programme requirements and level learning outcomes.
- the module learning outcomes for Core and Mandatory modules at level 4 and 5, as appropriate. This requirement may be extended to include the learning outcomes for optional modules where these are pre-requisites for modules that the applicant wishes to take on admission to the programme.

D. Confirm that the learning has been in a subject area relevant to the programme of study.

2.2 The award of specific credit via RPL towards an intended programme at UCKM is not guaranteed and may not necessarily directly reflect the value/level of the general credit assigned to the current/previous qualification by the Awarding Body.

### **3 Procedure: Experiential Learning**

3.1 When considering evidence for prior experiential learning, the RPL Assessor (the Programme Leader, Head of Higher Education, or other trained, designated Staff Member) shall follow these stages:

- A. Agreement of assessment work to be submitted (e.g., portfolio, presentation, submission of artefacts, or assignment)
- B. Agreement of submission date
- C. Agreement of any RPL tutorial arrangements (including monitoring progress towards submission, reviewing drafts etc.)
- D. Clarification of arrangements for assessment (including assessment criteria, internal and external moderation)

- E. When considering evidence for experiential learning, the RPL Assessor (Course Leader) shall assess equivalences of competence between learning at work (for example) and having gained a specific qualification.

## **4 RPL and Assessment**

### **RPL for whole modules**

- 4.1 RPL shall only be considered for modules of study; not elements therein. If you do not have full credit for a module, then the RPL Assessor may recommend that you produce additional work at the appropriate level to be marked and moderated before a final decision is reached to approve/reject RPL for that module.

### **Credit Transfer**

- 4.2 RPL of prior certificated learning enables you to transfer credit gained within one programme to another programme at the same or a different institution.
- 4.3 The credit may come from an incomplete or completed award and may be used as a foundation for a higher award.
- 4.4 Credit for RPL may have been gained at an external institution.
- 4.5 Credit which can be transferred into programmes at UCKM must be at the same level of study or higher and subject to any Professional, Statutory or Regulatory Body (PSRB) restrictions or requirements.
- 4.6 Subject to relevance, certified learning will normally be transferred at the same or equivalent level as that awarded by the other institution. Credit achieved at a higher level may exempt a student from modules at a lower level (i.e. downgraded credit). The maximum amount of credit that can be 'counted down' to a lower level within a qualification is 120 credits. For postgraduate credit 'counted down'

within an undergraduate qualification this maximum is reduced to 90 credits. Credit that is counted down within a qualification will normally be distributed against the lowest available level within that qualification. However, it is not normally permissible to offset credit achieved at a lower level from modules at a higher level (i.e. upgraded credit).

- 4.7 You shall not receive more than one allocation of credit on the basis of a single learning activity.

## **5 Calculation of final awards and transcripts**

- 5.1 Credits awarded through RPL shall be clearly identifiable on your transcript.
- 5.2 Your award and classification, where appropriate, shall only be calculated using the marks achieved as a result of your studies at UCKM on an award validated by the same Awarding Body.
- 5.3 Students who transfer specific credit shall have their final award calculated and, where appropriate classified, according to the relevant award rules set out in the Academic Regulations of the Awarding Body.
- 5.4 Unless stated otherwise, the method approved will normally be an overall weighted average of all marks achieved by you whilst studying at UCKM.

## **6 Falsification or misrepresentation of evidence**

- 6.1 Making an untruthful declaration of experience or credit/qualifications is considered academic misconduct and will incur the sanctions as outlined in the [HE Academic Misconduct Policy and Procedure](#).
- 6.2 UCKM reserves the right in such cases to terminate your registration on a programme, as outlined in the [HE Student Charter](#) and the [HE Academic Misconduct Policy and Procedure](#).

## **7 Timescale and Deadlines**

- 7.1 Applicants wishing to be awarded credit for RPL will be advised, in the first instance, to discuss the matter with the Head of Higher Education (matthew.jarvis@kmc.ac.uk). You will be informed of UCKM's RPL policy and procedure stated in this document.
- 7.2 Applications for RPL should be made 10 working days prior to enrolment on a HE programme. You will be contacted with information on what evidence you will need to supply.
- 7.3 Applications for RPL shall be considered and a decision communicated to you within 10 working days of receipt of your RPL application.
- 7.4 If, after considering the application, the RPL Assessor(s) require further evidence, the RPL Assessor(s) shall liaise with you to establish an appropriate deadline for submission taking into account the modules for which you are applying for exemption/accreditation and any other relevant factors.
- 7.5 Applicants must not assume RPL credits have been granted until they have received an official confirmation to that effect.
- 7.6 Applicants should also note that any reduction in the number of credits being studied may prevent you from having the status of a full-time student in one or more years of study. The Programme

Leader/Curriculum Manager will liaise with the MIS Team to set up an appropriate part time course code with associated fee.

## **8 Approval Process, Quality Assurance & Confirmation of Decision**

- 8.1 All applications shall be considered by the RPL Assessor(s) (Programme Leader or Head of Higher Education) according to the criteria above. The RPL Assessor(s) may request additional information from the applicant or consult with colleagues, if required, before making a recommendation.
- 8.2 Their recommendation shall then be internally verified by another academic member of staff and then forwarded, for final approval, to the relevant Head of Department.
- 8.3 The Programme Leader should include the RPL evidence for any claim with the assessments made available to the External Examiner, as it counts as a formal form of assessment and is therefore subject to External Examiner scrutiny.
- 8.4 A decision shall be made and communicated to you within ten working days of receipt of the RPL application.
- 8.5 If the Assessor requires further information, you shall be advised within 10 working days of the RPL application submission. A deadline will be agreed in collaboration with you for the new information to be submitted, in accordance with section on Timescales above.

## APPENDIX B: Permitted Proportion of RPL in OU-Validated Awards

1.1 The maximum volume of RPL outlined below applies to RPL achieved by certificated learning and is provided for the guidance of applicants and staff but does not constitute an entitlement.

### 2 For OU-validated Awards:

2.1 For an OU-validated Award, you may be awarded recognition for prior learning (certified, experiential or uncertified), towards the requirements of a named award up two-thirds (\*1) of the total credit requirements for that award.

2.2 Apart from the full Bachelor's Degree covered by footnote \*1, usual practice is for RPL to be awarded up to 50% of an Award.

2.3 Recognition for prior learning (certified, experiential or uncertified) is not permitted at level 6 of a Bachelor's Degree or for the thesis/dissertation module, where students are expected to complete 120 credits in order to gain the award (\*2).

### 3 Limits for Accredited Learning on Awards

Award	Maximum credits which may be accredited via RPL	Minimum credits to be passed on OU Awards at UCKM	Total credits required for award
Bachelor's degree with Honours	240 (at level 4 & level 5)	120 (All 120 at level 6)	360
Top-up Degree with Honours	none	120	120



OU Ordinary Degree (i.e. without Honours)	150 (at level 4 & level 5)	150 (including all 60 credits at level 6)	300 (*3)
Foundation Degree	120 (at level 4 & level 5)	120 (including at least 60 at level 5)	240
Diploma of Higher Education (DipHE)	120	120 (at level 5 or above)	240
Certificate of Higher Education (CertHE)	60	60 (at level 4 or above)	120

### Notes

- \*1 Two-thirds of RPL is only permitted for full, three-year bachelor's degrees (360 credits) and not subawards, where the usual maximum is 50%.
- \*2 The maximum credit may be waived in the case of a student who has successfully passed an Ordinary Degree and wishes to convert it to a Bachelor's degree with honours, in which case the student may be awarded up to 300 RPL certified credits towards the Bachelor's degree with Honours subject to studying 60 Level 6 credits in full.
- \*3 NB. Other universities often have a different total number of credits required for an Ordinary Degree. The number of credits required for an Ordinary Degree should therefore be checked in the Academic Regulations of the relevant Awarding Organisation rather than assuming that they are the same as the OU Ordinary Degree stated

above. The other Awards noted above have a nationally set number of credits and are therefore the same across all HE Providers in the UK.

## **APPENDIX C: Generic Portfolio Criteria for Experiential Learning**

### **What is a Portfolio?**

- 1.1 A portfolio is an organised folder of information compiled by an applicant with support from University Centre Kingston Maurward staff.
- 1.2 It will contain details of past experiences and accomplishments. It may also contain evidence that the individual has reliably demonstrated the skills, knowledge and understanding to be given recognition to gain exemption, or to gain qualifications or credit towards qualifications.
- 1.3 A Portfolio can be used to gain accreditation and/or exemption or to decide what continuing education is appropriate. It needs to be, concise, well presented, and relevant.

### **2 Key Features of a Portfolio**

2.1 The folder should contain details of:

- Skills
- Knowledge
- Understanding
- Achievement

2.2 These features can come from:

- Paid employment
- Voluntary work
- Domestic work
- Hobbies and interests
- Education and training

### **3 What should be included in the Portfolio**

- A Curriculum Vitae
- Voluntary work - unpaid
- Domestic work - unpaid

- Hobbies and interests
- Education and training: formal and informal
- List of competencies
- Supporting evidence

#### **4 Type of Evidence Required:**

##### **4.1 Direct Evidence** (your own work) - For example:

- written reports
- essays
- articles
- computer programmes
- a set of accounts
- photographs of objects that you have produced, for example, furniture, painting.
- practice-based documents;
- reports based on reflection on practice;
- video/audio tapes and analysis relating to the learning outcomes;
- analysis of issues arising in preparing for practice;
- analysis and description of practice activities;
- analysis of training activities in relation to the practice;
- statements from line-managers in relation to practice.

##### **4.2 Indirect Evidence** (What someone else says about you) - For example:

- Testimonials from one or more of the following: employers, colleagues, business partners, voluntary organisations, teachers /lecturers etc
- Articles written about you
- Prizes
- Certificates

## 5 Laying out the Information

5.1 You do not have to use a prescribed format to present the material, but you might find the following order useful.

- a) Cover page – RPL application for (your name)
- b) Curriculum Vitae (CV)
- c) Education and training – indicate the skills, knowledge and understanding which you have acquired through various aspects of your education
- d) Work experience and training – indicate the skills, knowledge and understanding you have acquired through employment
- e) Voluntary or community work – identify what skills, knowledge and understanding has been acquired
- f) Other formal or informal learning experiences for example, captain of a sports team, running a sports club, organising a school trip
- g) List of competencies – categorise your skills, knowledge and understanding. For example:
  - i) personal skills
  - ii) good communicator
  - iii) confident public speaker
  - iv) ability to assimilate a range of ideas
  - h) Any areas that do not fall into the above categories (b - g) which you consider relevant for assessment.

Note: Supportive evidence, for example transcript of a training course showing learning outcomes, should be included in each section alongside the description given of the specific skill, knowledge and understanding you want assessed.