****

**FACULTY OF MEDICINE, HEALTH AND SOCIAL CARE**

**RECOGNITION OF PRIOR LEARNING (RPL)**

**A GUIDE FOR STUDENTS**

This guidance should be read in conjunction with the relevant regulations available at: <https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/taught-regulations.aspx>

**1. DEFINITIONS**

Throughout this handbook the following definitions are used:

|  |  |
| --- | --- |
| **RPL** | is the general term to cover the recognition of prior learning either through certification or through experiential learning i.e. any courses studied at College/University for which you have a certificate or through experience such as working in a health and/or social care environment. |
| **RPCL** | is the recognition of prior certificated learning only. This process allows recognition of learning that has already been assessed by an academic institution and awarded credit. There must be mapping to ensure that the imported credit meets the intended learning outcomes of the module for which it substitutes. The mark from the imported credit by RPCL cannot be used unless specified in Special Regulations. |
| **RPEL** | is the recognition of prior experiential learning. This is the term given to the recognition and assessment of prior experiential or work-based learning. Students will be able to demonstrate that they have met the learning outcomes of modules that form part of their course through a reflection on their prior experience. The University will grade the work, and that grade will be used for the calculation of the student’s award in accordance with University marking procedures. |
| **Advanced Standing** | is entry through RPL at a point in the award later than the ordinary admission stage i.e. entering a 3-year course at the start of year 2. An applicant may enter an award “with advanced standing” if that candidate holds a CertHE, HNC, DipHE, HND, FD, PgCert or PgDip or other award within the Framework for Higher Education Qualifications. Advanced Standing entails entry and as such does not result in the award of credits by the University i.e. using the above example, credits would only be given for years 2 and 3 and not for year 1 when entering via advanced standing. The imported award must have been awarded by a UK institution with degree-awarding powers, or by an international institution with equivalent standing. |

**Levels of Learning**

Levels of learning are academic levels that equate to the expected achievements of an undergraduate degree or a postgraduate degree.

In broad terms, the academic levels referred to in this handbook may be described as follows:

|  |  |
| --- | --- |
| Level 4 | Corresponds for example to Year 1 of a full-time undergraduate course or Foundation Degree course. |
|  |  |
| Level 5 | Corresponds for example to Year 2 of a full-time undergraduate course or Foundation Degree course. |
|  |  |
| Level 6 | Corresponds for example to Year 3 of a full-time undergraduate course or modules within the Faculty’s post-registration courses e.g. BSc (Hons) Healthcare Practice. |
|  |  |
| Level 7 | Corresponds to Postgraduate or Masters level work. |

**Essential criteria for RPL claims**

In determining the credit that can be awarded in individual cases, the following will need to be considered:

* **Appropriateness:** the RPL application must demonstrate that the claim is appropriate to the course in which the credits are to be transferred i.e. you must justify why your prior learning should allow you to transfer credits into the specific course.
* **Level rating:** for RPCLthe level of the prior learning submitted must be equivalent to the level of the recognition sought e.g. to RPL out of a level 5 module the prior learning must be at level 5.
* **Amount:** any prior learning must demonstrate an equivalent amount of work to that for which recognition is sought. Please see RPEL portfolio guidance for further information regarding amount of work/effort.
* **Learning content:** the content of the prior learning must sufficiently match (where appropriate) the recognised module to allow progression to later stages of the course without disadvantage. There must be a mapping exercise undertaken to ensure that the imported credit or prior experience meets the intended learning outcomes of the module for which it substitutes.
* **Shelf-life:** achievement used for RPL is to have occurred during the previous five years. Where the claim is made using RPCL, the five-year period is from the date that the award is made.
* **Application form:** must be completed fully and include all relevant supporting/ documentary evidence and signatures as appropriate.

**2. APPLICATION FOR RPCL**

In preparing an application for RPCL you should bear in mind that the claim needs to match the module that you wish to RPCL out of. If the subject matter of your prior learning is not directly relevant to the course you are entering or doesn’t map to the learning outcomes you may not be able to RPL out of all the modules requested.

**Step 1:** Contact the relevant Course Director for the course that you wish to RPCL your credits into.

**Step 2: C**omplete the RPL application form and enclosean **original copy** of certificate(s), letter from the Awarding Body or transcript of credits. If you are applying for RPCL for a course that leads to registration with a statutory regulatory body, you will also be required to provide evidence of the achievement of practice competencies. The Course Director will provide details of what is required.

**Step 3:** If you are funded by your employer obtain the relevant Budget Holder agreement and signature and return completed form and all attachments to the address on the back of the RPL application form. If you are a self-funding student you should enclose a cheque made payable to Canterbury Christ Church University. Please see Fees for amounts payable.

**Step 4:** You will receive acknowledgement of application and original certificates will be photocopied and returned.

**Step 5:** Following review of the application form you will be informed of the outcome by Faculty Academic Administration and/or Student Records and Assessment.

**3. APPLICATION FOR RPEL**

**Step 1:** Contact the Faculty Academic Administration team for a copy of the relevant form on [canterbury-healthadmin@canterbury.ac.uk](mailto:canterbury-healthadmin@canterbury.ac.uk)

**Step 2:** Following advice from the relevant Course Director complete the appropriate RPL application form for the course you wish to RPEL your credits into.

**Step 3:** If you are funded by your employer obtain the relevant Budget Holder agreement and signature and return the RPL application form(s) to the address on the back. If you are a self-funding student you should enclose a cheque made payable to Canterbury Christ Church University. Please see Fees for amounts payable.

**Step 4:** The Course Director will notify you of the name and contact details of an academic facilitator who will support you in preparing your claim through the development of a portfolio of evidence. You should arrange to meet with him/her and a submission date for your RPEL claim will be negotiated (this will normally be within 18 weeks of registering your intent to submit a claim).

**Step 5:** When the precise nature of the required evidence has been agreed with the academic facilitator/ Course Director, this will be confirmed to you in writing. You will undertake the work as planned with support and guidance from your academic facilitator. This will involve identifying some learning outcomes and producing a portfolio of evidence to meet these learning outcomes. The portfolio must include:

* a statement of the Intended Learning Outcomes from which you are seeking exemption. This may be in the form of a mapping tool that clearly indicates how the evidence presented demonstrates achievement of the learning outcomes;
* your written reflection and evaluation of evidence being produced to support the claim for the recognition of experiential or prior learning.

The evidence produced to support a claim for the recognition of experiential learning may include some or all of the following:

* An up-to-date Curriculum Vitae;
* A reference, testimonials or witness statements from your most recent employer;
* Evidence of achievement of the learning outcomes from the work-place, volunteering and similar activities;
* Certificates/evidence of up to date continuous professional development activities e.g. attendance at short courses, conferences, mandatory training such as health and safety
* Evidence of current registration with a Professional or Statutory Regulatory body (if applicable).

You are required to demonstrate to the assessor not only that you have addressed the learning outcomes but that you have the ability to write in an academic style, gather and collate evidence and show the development of an analytical and reflective approach to your practice.

**Step 6:** Submission of portfolio. You should submit your portfolio by the submission date to Faculty Academic Administration and/or Student Records and Assessments (your academic facilitator will be able to advise you where this is).

**Step 7:** If your RPEL claim is successful, your credit will be awarded by the relevant Board of Examiners and accredited to your course.

**4. REGULATIONS**

The relevant course handbook contains details of all regulations pertaining to the University procedures.

**5. FEES**

There is a fee for processing RPL claims. Sometimes your employer will pay this for you in which case you will need to obtain the signature of the authorised fund-holder on the application form.

**No claim will be processed until the fee, or other funding arrangement is confirmed.**

RPCL - £ 175 (2021/22 academic year)

RPEL - £ 500 (2021/22 academic year)

There is no fee for Advanced Standing claims

Self-funding students should enclose a cheque made payable to Canterbury Christ Church University.

**RPL Flow Chart**

**Student enquires about possible RPL / Advanced Standing claim**

Student applies and registers for course if not already registered (for RPCL and RPEL claims)

Admin scans form/evidence and emails to CD

Faculty Admin checks form is complete, sends acknowledgement and any original certificates (having taken copies) to student and logs claim

Student submits form to Faculty Admin with appropriate evidence (for RPCL & Advanced Standing)

**If an** **Advanced Standing claim** CD makes a recommendation and forwards form & evidence to Faculty Quality Office

Academic facilitator and student meet to discuss the evidence that will be submitted and negotiate a submission date (normally within 18 weeks of submission of application form)

CD presents claim to FQSC who decide to approve/reject/ask for further information

Following the Examination Board, PAA writes to student, copying in Faculty Admin & FQO. FQO logs on relevant RPL spreadsheet

FDQ prepares yearly report for FQC

FQO adds claim to next Faculty Quality Sub-Committee agenda and informs CD of the date

**If an RPCL claim**, CD makes a recommendation and forwards form & evidence to Faculty Quality Office

Admin writes to student, copying in FQO, who logs on relevant RPL spreadsheet

Academic facilitator informs Faculty Admin of submission date and student submits work

Student follows normal admissions procedure

Outcome communicated to CD

CD presents claim to FQSC who decide to approve/reject/ask for further information

FQO adds claim to next Faculty Quality Sub-Committee agenda and informs CD of the date

**If an RPEL claim**, CD identifies academic facilitator

Student discusses possible claim with CD and completes application form including payment details (if appropriate)

The mark for the work is ratified at the relevant Examination Board

Outcome communicated to Faculty Admin who forwards the work to the relevant External Examiner

Academic facilitator marks the work and forwards the claim to the FQO who adds to next FQSC agenda and informs CD of the date

Outcome communicated to Admin teams

CD presents claim to FQSC who decide to approve/reject/ask for further information