

Faculty of Medicine, Health & Social Care

Recognition of Prior Learning

Policies and Procedures

August 2021

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# University RPL Regulations & Assessment Procedures

The University regulations regarding the Recognition of Prior Learning can be found within the Regulations for Taught Awards document at the following link:

<https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/taught-regulations.aspx>

The assessment procedures can be found at the following link:

<https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/assessment-procedures.aspx>

# Faculty of Medicine, Health & Social Care Quality Sub-Committee

**Reports to:**

* Faculty Quality Committee

**Remit:**

* To oversee, on behalf of the Dean and the Faculty, the review and recording of Recognition of Prior Learning (RPL) requests and report the outcome to Programme Directors
* To act as the Faculty Programme Modification Panel (FPMP) according to the procedures detailed in the University Quality Manual

**Membership:**

* Faculty Director of Quality (Chair)
* Faculty Director of Learning & Teaching
* Representative of the Faculty Executive Team
* Two members of Academic Staff, on a rota, normally at Course Director level (one of whom will be from the corresponding programme to which the claim applies). *These members will potentially be different each time.*
* Student representative
* Secretary

Whilst full attendance is preferred, the Sub-Committee will be quorate with just the FDQ, FDLT and representative of the Faculty Executive Team.

**Terms of Reference:**

The role of the Faculty Quality Sub-Committee is as follows:

*In relation to Recognition of Prior Learning*

1. To adhere to the processes and procedures agreed within the Faculty for RPL applications and decisions; and to modify these processes and procedures as necessary in line with the University’s policies and procedures.
2. To make recommendations to the Education & Student Experience Committee in respect of Faculty policy on RPL in line with Professional and Regulatory Statutory Body requirements.
3. To disseminate information related to RPL within both the Faculty and the University.
4. To provide advice and support for Course Directors, and provide staff development activities relating to RPL.
5. To monitor that the process is applied fairly and consistently to all applicants across the Faculty through consideration of all claims.
6. To approve or reject RPL claims or request further information or more evidence; and subsequently report outcomes to the Faculty Academic Administration and/or Partnerships Registry offices for processing.
7. To refer RPL applications to the Student Fees Team ([fees@canterbury.ac.uk](mailto:fees@canterbury.ac.uk)) if there is a fee to be collected.
8. To report to the Faculty Quality Committee and subsequently to Faculty Board on a termly basis.
9. To report RPL decisions to the Quality & Standards Office.

*In relation to Programme Modification*

* To consider proposed modification(s) in light of any previous modification(s) made to the programme(s) concerned since the validation event/ last Periodic Programme Review and either confirm that the proposal can be considered under the Approval Process for Minor Modifications, a Programme Modification Review Exercise is required or refer for consideration as a Major Modification;
* Where it is identified that the proposed modification(s) can be considered under the Approval Process for Minor Modifications, the role of the Faculty Programme Modification Panel will also be as follows:
  + To identify any aspects of the proposal that require amendment / further review prior to consideration by the Faculty Quality Committee;
  + To confirm the appropriateness of the mechanisms set out for student consultation to support the proposed modification or identify an alternative student consultation process and request that this be undertaken prior to submission of the proposed modification to the Faculty Quality Committee;
  + To confirm that the proposed modification can proceed for consultation with the External Examiner;
  + To confirm that the Programme Director can proceed with updating the Programme Specification.

**Frequency of Meetings:**

* The Faculty Quality Sub-Committee will meet six times per year prior to each meeting of the Faculty Quality Committee.

# RPL Handbook for Students

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**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

# RPL Application form for Students

CCCU logo

**STUDENT APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)**

**Faculty of Medicine, Health and Social Care**

**RPCL:** Recognition of Prior Certificated Learning.

**RPEL:** Recognition of Prior Experiential Learning, for example for professional experience and/or attendance at professional non-accredited courses.

**ADVANCED STANDING:** RPL may also be used to allow you to enter a course at a later stage than is normal. This is called ‘Advanced Standing’. For example, if you have previously been awarded a CertHE (120 level 4 credits) you could apply to enter an undergraduate degree course directly into level 5**.** Following completion and review of this form by the Faculty Quality Sub-Committee (FQSC) you should use the standard course application route following a discussion with the relevant Course Director. |

For further information on the types of RPL please refer to the University regulations at <https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/taught-regulations.aspx>

**PLEASE NOTE:**

This application form should be completed and submitted electronically.

This application form must be completed fully and include all relevant supporting/ documentary evidence and signatures as appropriate (electronic signatures acceptable).

Providing an incomplete form and/or a form without the appropriate evidence may result in a delay in processing your application.

**Part 1: To be completed by Applicant**

**1.1 Personal details**

|  |  |  |
| --- | --- | --- |
| Full Name (in capitals and underline your family name): |  | |
| Previous surname (if applicable) |  | |
| Christ Church Student ID Number (if known): |  | |
| Address: | Postcode: | |
| Telephone Number(s): | **Home:** | **Work/mobile:** |
| E-mail: |  | |
| Place of work (if applicable): |  | |

**1.2 Name of your course**

Indicate the name of the course and route (if relevant) that you wish to make this application for. Please ensure you give the correct name.

|  |
| --- |
|  |

**1.3 Previous application**

Have you previously applied for/been granted credit exemption for any module or modules on this course? YES / NO (please delete as appropriate)

If YES please provide the details below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of module and  module code (if known) | Credit Value | Date of Application | Result of Application |
|  |  |  |  |
|  |  |  |  |

**1.4 Prior learning**

Give details of the prior learning that you are using for this application. Your prior learning should have occurred in the last five years.

Complete one or both tables A and B as appropriate.

**Table A. Previous modules and courses (RPCL)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Module/s or Courses** | **College/ University/**  **Organisation** | **Year**  **undertaken** | **Grade / mark awarded** | **Credit Value**  **(if known)** | **Level**  **(if known)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

You must submit **original** copies of official certificates/ transcripts with this form to verify the achievements above.

**Table B. Experience (RPEL)**

In this table summarise the experience(s) you wish to be considered for RPEL. This will allow your application to be directed to the appropriate specialist.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name the professional or work experience** | **Organisation** | **Year**  **undertaken** | **Credit Equivalent**  **(if known)** | **Level**  **(if known)** |
|  |  |  |  |  |

If you have completed this table, you will be contacted by the Course Director who will inform you of the evidence that you need to provide. Normally this is a portfolio of work and reflective practice that will be examined by the Board of Examiners.

**1.5 Desired outcome of this application**

I wish to use the achievements to provide me with specific recognition for the following modules in the course:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of module | Module code | Level | Credit Value |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1.6 Confirmation of accuracy by the applicant**

I confirm that all the details I have provided on this form are correct.

**Signature:**

**Date:**

**Name of budget holder (for invoicing purposes): Please PRINT NAME**

**Address:**

**Signature………………………………………………………………..Date……………….**

**FEES:**

There is a fee for processing RPL claims. Current fees are as follows:

**RPCL - £ 175 (2021/22 academic year)**

**RPEL - £ 500 (2021/22 academic year)**

**There is no fee for an Advanced Standing RPL application.**

Sometimes your employer will pay the fee for you, in which case you will need to include the signature of the authorised fund-holder above.

The signature of the budget holder **must** be present on the RPL application form unless the following apply:

* You are self-funding
* You are requesting recognition of previous CCCU credits (see below)
* You are requesting advanced standing

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

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

**1.7 Please return this form to:** [canterbury-healthadmin@canterbury.ac.uk](mailto:canterbury-healthadmin@canterbury.ac.uk)

Date submitted to CCCU for processing ………………………….

**Part 2: Office Use Only**

**2.1 Date received…………………………… By whom………………………………**

**2.2 To be completed by Course Director**

**(delete where appropriate)**

**RPCL:** I have checked this application form for accuracy and verified the supporting/ documentary evidence that the applicant has provided to support this RPCL application. I have also completed and submitted mapping of their prior learning to the module learning outcomes they are seeking recognition for. I recommend the credit recognition as detailed below.

**RPEL:** Members of the course team have first and second marked the portfolio of evidence (attached). Following review by the FQSC the work needs to be sent to the External Examiner.

**ADVANCED STANDING**: I have checked this application form for accuracy and verified the supporting/ documentary evidence that the applicant has provided to support this Advanced Standing application. I have also completed and submitted mapping of their prior learning to the stage outcomes they are seeking recognition for. I recommend the credit recognition as detailed below.

*The Course Director must accurately complete the following (an overall mark is only required for an RPEL application)*

The total number of RPL credits to be awarded to the applicant is ……. credits at level …… and, if applicable, carrying an overall mark of ………. % (or give grade instead if appropriate) within the following course:

|  |
| --- |
|  |

The following modules in the course are to be exempted:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of module | Module code | Level | Credit Value |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Signature of Course Director:**

**Name of Course Director:**

**Date:**

**2.3 To be completed by Faculty Quality Office**

|  |  |
| --- | --- |
| **Date received** |  |
| **Decision of FQSC** | **approve / reject / additional information** |
| **Date sent to Academic Administration/ Partnerships Registry** |  |
| **Is there a fee? If so, date sent to** [**fees@canterbury.ac.uk**](mailto:fees@canterbury.ac.uk) |  |

**2.4 To be completed by Academic Administration/ Partnerships Registry**

|  |  |
| --- | --- |
| **Date received** |  |
| **Decision sent to Course Director on (date)** |  |
| **Decision sent to Course Director by** |  |
| **Student record updated on (date)** |  |
| **Student record updated by** |  |

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue version** | **Name of author** | **Date** | **Sent to** |
| 1.0 | I Felstead | 1 Oct 2014 | Faculty Quality Committee  Health Registry  Faculty Administration leads |
| 1.0 | I Felstead | 27 Oct 2014 | Disseminated to Faculty |
| 2.0 | I Felstead | 29 Jun 2015 | Disseminated to Faculty |
| 3.0 | I Felstead | 01 Aug 2016 | Disseminated to Faculty |
| 4.0 | I Felstead | 04 Jul 2017 | Disseminated to Faculty |
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| 6.0 | I Felstead-Watts | July 2019 | Disseminated to Faculty |
| 7 | A Hayford-Joyner | August 2020 | Disseminated to Faculty |
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