

# Faculty of Medicine, Health & Social Care

# **Recognition of Prior Learning**

# **Policy & Procedures 2023-24**

# **Contents**

# University RPL Regulations and Assessment Procedures

# Faculty of Medicine, Health and Social Care, Faculty Quality Sub-Committee Terms of Reference

# RPL Application Guide

**1. University RPL Regulations & Assessment Procedures**

The University regulations regarding the Recognition of Prior Learning can be found within the Regulations for Taught Awards document, [here.](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 on the Quality and Standards Office Website, [here.](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/assessment-procedures.aspx)

**2. Faculty of Medicine, Health & Social Care Quality Sub-Committee (FQSC)**

The Sub-Committee reports to the Faculty Quality Committee (FQC)

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

The Remit of the FQSC is 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 Course Directors.

**Membership of FQSC:**

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.

Servicing Officer (usually from the APQ.Health team)

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:

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 Academic Administration teams and/or Partnerships Registry offices for processing.
7. To refer RPL applications to the Fees team 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.

**3. RPL Application Guide**

This guidance should be read in conjunction with the relevant regulations available [here.](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 | RPL (Recognition of Prior Learning) 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 the applicant has a certificate or through experience such as working in a health and/or social care environment. |
| RPCL | 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, or unless the credits were earned at CCCU. |
| RPEL | 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 | 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., the applicant must justify why their prior learning should allow them to transfer credits into the specific course.

Level rating: for RPCL the 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.

1. **APPLICATION FOR RPCL**

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

Step 1: The applicant contacts the relevant Course Director for the course that they wish to RPCL their credits into.

Step 2: The applicant completes the RPL application form and encloses an original copy of certificate(s), letter from the Awarding Body or transcript of credits.
If the applicant is applying for RPCL for a course that leads to registration with a statutory regulatory body, they will also be required to provide evidence of the achievement of practice competencies. Course Directors will liaise with the applicant to work on the form and provide details of what is required.

Step 3: If the applicant is funded by their employer, they must obtain the relevant Budget Holder agreement and signature and return the RPL application form(s) to the address on the back. If the applicant is a self-funding student, they should make an online payment. The Fees team will provide contact details and amounts payable.

Step 4: The completed application will be added to the agenda for the next appropriate FQSC meeting by Academic Planning and Quality (APQ) Administration.

Step 5: Following review of the application at FQSC the Course Director will be informed of the outcome by APQ Administration via email.

If the application is successful, credit will be awarded by the relevant Board of Examiners and accredited to the applicant’s course by APQ Admin, or the relevant central support team.

1. **APPLICATION FOR RPEL**

Step 1: The applicant contacts the relevant Course Director for the course that they wish to RPEL credits into.

Step 2: The applicant and Course Director liaise in completing the RPL application form with supporting documentation as needed.

Step 3: If the applicant is funded by their employer, they must obtain the relevant Budget Holder agreement and signature and return the RPL application form(s) to the address on the back. If the applicant is a self-funding student, they should make an online payment. The Fees team will provide contact details and amounts payable.

Step 4: The Course Director will notify the applicant of the name and contact details of an academic facilitator who will support them in preparing their claim through the development of a portfolio of evidence. The applicant should arrange to meet with them, and a submission date for the RPEL claim will be negotiated (this will normally be within 18 weeks of the applicant registering their 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 the applicant in writing. The applicant will undertake the work as planned with support and guidance from their 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 the applicant is 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.

The applicant’s 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 the following:

An up-to-date Curriculum Vitae for the applicant.

A reference, testimonials, or witness statements from the applicant’s most recent employer

Evidence of achievement of the learning outcomes from the workplace, from volunteering and similar activities undertaken by the applicant.

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)

The applicant is required to demonstrate to the assessor not only that they have addressed the learning outcomes but that they can write in an academic style, gather and collate evidence and show the development of an analytical and reflective approach to their practice.

Step 6: Submission of portfolio. The applicant should submit their portfolio and application form by the agreed submission date to the Course Director, who will alert Academic Planning and Quality (APQ). The application will be added to the agenda for the next appropriate FQSC meeting by APQ.

Step 7: Following review of the application at FQSC, Course Directors will be informed of the outcome by APQ via email.

If the application is successful, credit will be awarded by the relevant Board of Examiners and accredited to the applicant’s course.

1. **DEADLINE FOR APPLICATIONS**

For course commencement dates in September 2024 applications should be made by no later than the end of June.

For any other course commencement dates, application deadlines should be agreed in discussion with the relevant Course Director in advance of the claim, and in line with scheduled FQSC dates to allow for timely processing.

1. **FEES**

There is a fee for processing RPL claims. There is no fee for Advanced Standing claims. There is no fee for credits earned at CCCU.

Sometimes the applicant’s employer will pay this, in which case the applicant 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.

Please see the webpages for fees information:

[Recognition of Prior Learning (canterbury.ac.uk)](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/recognition-of-prior-learning.aspx#:~:text=The%20recognition%20of%20prior%20learning%20%28RPL%29%20is%20a,of%20study%20later%20than%20the%20normal%20entry%20point%3B)

Payment details will be provided, if the application incurs fees to pay.

1. **MARKS ENTRY & AWARD OF RPL CREDIT**

The full Regulations for Taught Awards 23-24 can be found online: [Regulations-for-Taught-Awards-23-24.pdf (canterbury.ac.uk)](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Regulations-for-Taught-Awards-23-24.pdf)

Recognition of Prior Learning (Section 12, page 31):

No University credit will be awarded for Advanced Standing.

No marks from the imported Advanced Standing award will be used by the University for the classification of any award.

The University will award credit as the result of the successful RPEL.

Where RPCL is used, marks or grades are not used for the classification of student performance, except where Additional Course Regulations have been agreed by the Academic Board.

The mark from imported credit by RPCL cannot be used unless specified in Additional Course Regulations.

1. **ADDITIONAL COURSE REGULATIONS**

The following courses have Regulations relating to the Recognition of Prior Learning which should be considered in addition to the Regulations for Taught Awards:

[BSc Nursing (Adult)](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Nursing-Adult-BSc-Hons-Special-Regulations-SEP19.pdf) - [BSc Nursing (Child)](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Nursing-Child-BSc-Hons-Special-Regulations-SEP19.pdf) - [BSc Nursing (Mental Health)](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Nursing-Mental-Health-BSc-Hons-Special-Regulations-SEP19.pdf) - NMC registration guidelines apply to RPL.

[MSc Nursing (Adult & Mental Health)](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Nursing-Adult-Mental-Health-MSc-Special-Regulations-SEP19.pdf) - RPEL Portfolio of 750 practice hours required for all applicants to the course. RPCL permitted up to 50% of the course. NMC registration guidelines apply to RPL.

[Foundation Degree Nursing Associate](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Nursing-Associate-FD-Special-Regulations-MAR20.pdf) - prior learning assessed on entry to decide starting point ‘baseline’, content and duration of apprenticeship. NMC registration guidelines apply to RPL.

[Registered Nursing Degree Apprenticeship](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Registered-Nurse-Degree-Apprenticeship-Special-Regulations-MAR20.pdf) - prior learning assessed on entry to decide starting point ‘baseline’, content and duration of apprenticeship. NMC registration guidelines apply to RPL.

[BSc Healthcare Practice](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Healthcare-Practice-BSc-Hons-Special-Regulations.pdf) - RPL of up to 60 credits permitted.

[BSc Applied Practice](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Applied-Practice-Health-and-Social-Care-BSc-Hons-Special-Regulations-DEC20.pdf) - relates to RPCL of 15 credits towards the 20 credit Mentorship & Facilitation of Learning module.

[MSc Health & Wellbeing](https://www.canterbury.ac.uk/quality-and-standards-office/docs/Health-Wellbeing-MSc-special-regulations.docx) - relates to RPCL of 15 credits towards the 20 credit Mentorship & Facilitation of Learning module.

[Non Medical Prescribing University Certificate](https://www.canterbury.ac.uk/quality-and-standards-office/docs/special-regulations/Non-Medical-Prescribing-Uni-Cert-L7-Special-Regulations-DEC18.pdf) L6 & L7 - RPL is not permitted for NMC registrant students