

# RECOGNITION OF PRIOR LEARNING PROTOCOL



# Recognition of Prior Learning Protocol



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## 7. The Panel

- 7.1. The RPL Panel (the Panel) is a pool of senior staff of the University who will, individually, consider applications and make recommendations to the Academic Registrar.
- 7.2. The application is referred to a member of the Panel who will consider the application in accordance with the requirements set out in the RPL Policy. The Panel member will assess the Student's qualifications and experience obtained to date before recommending any grant of credit in recognition of that prior learning. This assessment is informed by evidence provided by the Student. It is the Student's responsibility to ensure that all required materials and supporting evidence accompany any claim and that any additional evidence is provided on request.
- 7.3. Each application must be considered using the following criteria:
  - 7.3.1. 'Acceptability' – is there an appropriate match between the evidence presented and the learning claimed?
  - 7.3.2. 'Sufficiency' – is there sufficient evidence to demonstrate the achievement of the learning claimed?
  - 7.3.3. 'Authenticity' – is the evidence clearly related to the applicants' own efforts and achievements?
  - 7.3.4. 'Currency' – does evidence relate to current learning within the provisions of the Recognition of Prior Learning Policy?
- 7.4. The Panel member may consult the relevant Programme Director and may seek additional advice, including externally (e.g. of the awarding body concerned, or of any Professional Statutory Regulatory Body ("PSRB")). The University may request that the Student sits an additional assessment to test knowledge and/or invite the Student to attend for interview at the Student's expense.
- 7.5. Although not a member of the Panel, the Eli

- 7.7. The Academic Registrar or Panel member will advise the Eligibility Manager, in writing, of the award of credit, detailing the nature, level and amount of credit awarded.
- 7.8. Within 7 working days receipt of the Outcome Form, the Eligibility Manager will notify the student of the Panel's decision.
- 7.9. If successful in their application for RPL, the Student must accept the decision in writing to [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk) Any offer of credit on the basis of RPL remains valid for a period of six (6) months and then lapses unless accepted in writing by the Student.
- 7.10. The Student's file will then be archived and destroyed within 5 years

## **8. Applications from International Students Tier 4**

- 8.1. A Tier 4 visa cannot be granted if a Student is successful in an application for RPL. Students requiring a Tier 4 visa who wish to make an application for RPL should contact the eligibility team at [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk) for further information.

## **9. Panel Guidance**

- 9.1. Where credit has previously been awarded by a UK Higher Education degree-awarding body in accordance with the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ), evidence of that learning normally includes: the credit rating and the content of the learning in the previous academic modules and/or programme (for example via a programme specification and module descriptors), and a transcript of subjects studied with outcomes attained.
- 9.2. Where learning has previously been undertaken at higher education level but has not led to the award of credit or qualification within the FHEQ, evidence of that learning normally includes: a description of the learning (for example via a programme specification and/or module descriptor), and a transcript of subjects studied with outcomes attained.
- 9.3. BPTC to LPC
  - 9.3.1. Students who have completed a BVC or BPTC can apply for RPL for individual modules.



and when the learning took place and how it was measured; and independent verification to support the Student's claim.

9.8. Students who wish to complete their LPC studies at the University

- 9.8.1. Where a Student has completed Stage 2 with another institution and wishes to complete Stage 1 of the LPC at the University, an application in accordance with this protocol may be made.
- 9.8.2. Where a student has completed Stage 1 of the LPC with a previous institution and wishes to complete Stage 2 of the LPC at the University, the Student should not make an application under this protocol. Instead, an application for an exemption should be made.

### Version history

Version	Amended by	Revision summary	Date
V1.0			March 2018
V1.1	Senior Quality Officer	Change to the document coding convention	March 2020