Recognition of Prior Learning Policy and Procedure

1.   This document describes the College's policy and procedure for recognising prior learning for admissions and advanced standing. It should be read in conjunction with the College's Recruitment, Selection and Admissions Policy and Procedure, and Terms and Conditions.

2.   The primary audiences for this document are:

   a.   Applicants who want the College to recognise prior learning for admission to the beginning of a programme or with advanced standing;
   b.   College staff who support applicants;
   c.   College staff who are responsible for considering applications for the recognition of prior learning.

Who does this document apply to?

If **you are…**	**Then…**
Applying to be an HND student on a programme leading to an award from **Pearson**	All parts of this document apply to you.
Applying to be a student on a programme leading to an award from the **University of Bolton**	This document does not apply to you. You should refer to the University's procedures. Please ask your Course Advisor (CA) for more information.
Applying to be a student on a programme leading to an award from **Buckinghamshire New University**	This procedure does not apply to you. You should refer to the university's procedures. Please ask your CA for more information.
Applying to be a student on a programme leading to an award from **St. Mary's University**	This document does not apply to you. You should refer to the University's procedures. Please ask your CA for more information.
Applying to be a student on a programme leading to an award from Regent College	All parts of this document apply to you.

3.   If you are not sure which of these categories you fall into, please ask your CA.

What is prior learning?

4.   Prior learning is learning which an applicant has previously undertaken or completed which may be used to gain entry to one of the College's higher education programmes. Prior learning can be certificated (i.e. learning that has been formally assessed and certificated from previous study)

or experiential, which is the non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which can be evaluated.

5.   The College will recognise prior learning for admission to the start of a programme. The College will also recognise prior learning for advanced standing (which means that the applicant is permitted to join the programme part-way through because their prior learning means that they are exempt from the earlier stages) subject to the following conditions:

6.   The College will only consider applications for advanced standing for exemption from whole levels e.g. for the first year of an HND programme, and not for parts of particular levels. Where an application for prior learning for advanced standing does not demonstrate that the applicant meets all of the learning outcomes for the level they are seeking exemption from, the application will be rejected.

7.   For programmes leading to an award from Regent College, exemption cannot be granted from levels whose marks contribute to the classification of the final award. In practice, this means only applications for exemption from the first year of an undergraduate programme (level 4) will be considered.

Admission to the beginning of a programme

Certificated prior learning

8.   The College's requirements for certificated prior learning are published in the entry requirements for each programme.

Prior experiential learning

9.   Applicants who do not meet these entry requirements may apply to have prior experiential learning recognised for the purposes of admission. Applicants who wish to have experiential experience considered should refer to the College's Recruitment, Selection and Admissions Policy and Procedure, and Terms and Conditions.

Admission with advanced standing

Certificated prior learning

10.   Applicants who wish the College to consider certificated prior learning for admission with advanced standing should ask the Admissions team to complete a Recognition of Prior Learning (RPL) form, which asks for details and evidence of the prior learning.

11.   The College will consider applications for admission with advanced standing by certificated prior learning only where:

- The learning outcomes for the prior learning are the same as, or very similar to, those of the learning the applicant is seeking exemption from;
- The applicant can provide original certification for the learning;
- The learning was certificated within the last five years.

12. The supporting evidence will be assessed by a Course Advisor (CA), who will make a recommendation to an RPL Panel including the Head of Admissions and the Dean of the relevant School (or their nominee) as to whether an offer can be made. The Panel will determine whether an offer can be made.

Prior experiential learning

13. Applicants who wish the College to consider prior experiential learning for admission with advanced standing should submit a CV, work reference and evidence of two years of work experience. This information will be assessed by a CA. If the CA officer is satisfied that the applicant has made a strong case for admission with advanced standing, he or she will arrange for the applicant to have a meeting with a senior member of academic staff from the relevant School. This meeting is an opportunity for the College to understand more about the applicant's prior experience, and for the applicant to learn more about the programme they are applying for advanced standing within. Following the meeting, the member of College staff who led it will make a recommendation to the RPL Panel about whether an offer of a place with advanced standing can be made. The Panel will determine whether an offer can be made, and its decision is final.

Complaints and appeals

14. Please refer to the College's Recruitment, Selection and Admissions Policy and Procedure, and Terms and Conditions for details of how to appeal or complain about an admissions decision.

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