

Policy on Recognition of Prior Learning (RPL)

1. Definitions

- 1.1 Recognition of Prior (Experiential) Learning is the process whereby students can be given credit within their chosen programme of study for previous learning.
- 1.2 '*Prior Learning*' is previous study at Henley Business School or another educational organisation which has been formally assessed and certified.
- 1.3 '*Prior Experiential Learning*' is non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which is capable of being assessed and, where necessary, assigned a mark.

2. Policy

- 2.1 The primary aim of this policy is to enhance access to education and promote articulation by facilitating mobility between programmes of study, and thereby promote lifelong learning.
- 2.2 The policy deals with the separate processes to be used in respect of:
 - 2.2.1 RP(E)L as an alternative route for admission to learning programmes;
 - 2.2.2 RPL or RP(E)L to grant exemption to some modules that contribute towards a qualification;
 - 2.2.3 RPL to transfer credits from a programme or incomplete qualification to another qualification.
- 2.3 The policy has been aligned to the HEQC guidelines on RPL and credit accumulation transfer (CAT).
- 2.4 It is at the discretion of the HBS to determine if RPL or RP(E)L is appropriate.
- 2.5 The granting of RPL or RP(E)L shall not automatically qualify for a rebate of fees.
- 2.6 Where a student applies for RPL or RPEL in relation to particular modules but still wishes to receive teaching, this will be allowed.

3. Use of RP(E)L as an alternative route for admission to learning programmes

- 3.1 Assessment of RP(E)L should be undertaken at the level of the academic unit/department which is responsible for the programme.
- 3.2 Students wishing to be considered for RP(E)L should complete the appropriate form (*Appendix 1*) in order to be considered.
- 3.3 Not more than 10% of a cohort of students in a programme should be admitted through RP(E)L. [HEQC guideline]

4. Use of RPL or RP(E)L for exemption from modules

- 4.1 The evidence for acceptance of prior experiential learning must demonstrate that it meets the coverage of the relevant modules in terms of the outline content and assessable learning outcomes of the module, and is appropriate to the level of the module.
- 4.2 *Exemption* from individual modules is normally not permissible where the module is regarded as a 'major'.
- 4.3 RPL-based exemptions shall not exceed 50% of the modules or courses for a particular qualification, and no qualification on the HEQSF shall be awarded solely on the basis of RPL-based exemptions. [HEQC guideline]
- 4.4 No credits shall be awarded for modules or courses that a student is exempted from doing on the basis of RPL. A student who, on the basis of RPL, is granted exemption from doing some modules or courses in a qualification programme will complete the qualification with a total number of credits that is less than the required number of credits for the qualification. [HEQC guideline]
- 4.5 Applications for exemption should preferably be made prior to entry, but not later than the end of the **fifth week** following the commencement of the programme.
- 4.6 Each academic unit shall determine the period of time beyond which any prior certificated learning will not be acceptable for exemption.
- 4.7 Applications for exemption which are supported by an academic unit must be submitted to the **Teaching and Learning Committee** for approval and recording.
- 4.8 An application for exemption may be rejected at any stage, but the applicant will have the right of a single appeal to the Teaching and Learning Committee.

5. Use of RPL for credit accumulation transfer (CAT)

- 5.1 It shall be at the discretion of an academic unit to recommend that credits obtained in a completed or incomplete qualification, either from HBS or another institution, should be used for credit transfer towards a qualification that is offered by HBS.
- 5.2 The academic unit shall specify learning programmes & levels of study between which credits can be transferred, taking into account the nature of the qualifications, the relationship between them, as well as the nature, complexity and extent of the curricula associated with the specific subjects.
- 5.3 Each academic unit shall determine the period of time beyond which any prior certificated learning will not be acceptable for credit transfer.
- 5.4 Any (or all) credits for an incomplete qualification may be recognised for another qualification at HBS. [HEQC guideline]

5.5 Any (or all) credits from a programme(s) that does not lead to a full qualification may be recognised for a qualification at HBS. [HEQC guideline]

5.6 A maximum of 50% of the credits of a completed qualification may be transferred to another qualification. [HEQC guideline]

6. Allocation of credits/marks for RPL and RP(E)L

6.1 In respect of exemptions, the student's record and transcript should indicate the modules or courses from which exemption has been granted.

6.2 In respect of transferred credit, appropriate modules should be credited and the student's record and transcript should indicate these modules as "transferred credit".

6.3 Academic units shall use their best endeavours to determine an appropriate mark in respect of credits transferred from other marking systems.

7. RPL procedure

7.1 An appropriate method of assessment will need to be determined for each RPL application. If the assessment method in an existing module is not appropriate, then a different method will be necessary and can include one or more of: the submission of a portfolio; essays; a written examination.

7.2 The student considers the learning they have achieved in the past, as well as their present learning needs in the light of the learning outcomes of the programme they intend to study and of the modules within it. They conclude that they can realistically meet some or all of the learning outcomes using APEL. Sufficient time should be given for this. Ideally students should be informed about APEL at interview.

7.3 The student assembles the evidence. In the case of credit transfer, the original or authenticated evidence of the mark or marks to be transferred should be included.

7.4 The portfolio of evidence is submitted for assessment.

7.5 The evidence is assessed by an internal assessor and also by an external examiner.

7.6 An RPL application may be rejected at any stage but the applicant will have the right of appeal to the Teaching and Learning Committee

Application for Exemption or Credit Transfer in respect of Prior Learning (RPL)

A. To be completed by the applicant

Name	
Address	
Study programme applied for	

I request exemption or credit transfer in respect of relevant modules in the above programme.

I enclose original or authenticated copies of transcripts together with other evidence of modules taken at another institution and, where available, of the marks obtained in these modules.

[Please sign below and forward this form and the portfolio of evidence to the Programme Director]

Signed _____

Date _____

B. To be completed by the Programme Director

I recommend that the applicant named above be granted exemption and/or credit transfer in response of the following modules within the programme applied for on the grounds of the attached evidence of prior learning (tick as appropriate):

Exemption from the following modules:		
HBS exempted modules		Evidence submitted
Code	Title	

Credit transfer in respect of the following:

HBS modules for credit transfer		External modules offered for RPL		
Code	Title	Code	Title	Mark obtained

Signed _____ Name _____ Date _____

(Please pass this form to the Academic Director)

D. For completion by the Academic Director on behalf of the Teaching and Learning Committee

I approve the above recommendation	
I do not approve the above recommendation on the grounds below:	

Signed _____ Name _____ Date _____

E. Date of notification to the applicant _____