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**Responsible Board:** Higher Education Academic Board

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<b>Document Change Log</b>	
Summary of changes made between previous issue and this current issue	Page number

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- o [info@lcwc.ac.uk](mailto:info@lcwc.ac.uk)

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### 1 Summary of this document

This document sets out the policy and processes of recognition of prior learning (RPL) for the award of credit.

The award of credit will not carry a grade. Credit awarded through the RPL process will appear on your transcript but will not count towards your qualification classification.

This policy and procedure document acknowledges and references the:

- [City & Guilds Recognition of Prior Learning: Assessment Policy and Guidance Document \(2013\)](#) and ILM (2017)
- City & Guilds' 2013 '[Recognition of Prior Learning – Assessment Policy & Guidance Document](#)'
- Pearson [Recognition of prior learning policy and process \(2022\)](#)

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## 2 Scope

Our Higher Education Recognition of Prior Learning Policy and Procedure is for enquirers, applicants, Higher Education students, staff, and external stakeholders for all qualifications on credit-based frameworks.

## 3 Responsibility

Title	Responsibility
The Dean of HE	Has overall responsibility for the strategic management of Higher Education Recognition of Prior Learning Policy and Procedure, monitoring of student progression and achievements for the implementation of plans for improvements in outcomes for learners.
Higher Education Academic Board	Is responsible to the College Executive for the planning, development, operation and monitoring of the higher education academic work of higher education programmes; and providing assurance that appropriate academic regulations as indicated by awarding and regulatory bodies are followed and methods for monitoring are effective.  The Academic Board's primary duties are to oversee Higher Education academic standards, the quality of all Higher Education programmes within the Institution, and the student learning experience.
Institution Board of Governors	Monitors the Higher Education provision to review performance. The Chair of the Academic Board will report to the Board of Governors.
Careers, Admissions and Recruitment Team	Is responsible for providing guidance on RPL during the initial, advice and guidance stage.
Programme Leader	To ensure RPL evidence requirements meets the needs of the programme and specific learning outcomes for the award of credit.

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If you have any questions in relation to this policy, please contact [info@lcwc.ac.uk](mailto:info@lcwc.ac.uk).

#### 4 Introduction

During your application and admissions process you may have the opportunity to apply to us for Recognition of Prior Learning (RPL) and Recognition of Prior Experiential Learning (RPEL).

If you have previously completed units which can be matched to a vocational qualification, then you may qualify for RPL. If you have qualifications or relevant experience from previous studies or work, you may be able to use these to gain credits towards your programme. This will enhance your learner journey and avoid duplication of learning.

RPL has benefits for promoting lifelong learning for you, the Institution, and society's need for a skilled workforce. RPL can support you by eliminating duplication of study and can reduce cost and time needed to complete your programme of study. RPL can support employers to developing their workforce through career planning.

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# Recognition of Prior Learning Policy

## 5 Recognition of Prior Learning (RPL) Definition

The Regulated Qualifications Framework defines RPL as,

*‘Recognition of Prior Learning is a method of assessment (leading to the award of credit) that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding of skills they already possess and so not need to develop through a course of learning.’*

[\[C&G, 2012, Page 2\]](#)

## 6 Recognition of Prior Learning Policy

You will be advised of the availability of RPL and Recognition of Prior Experiential Learning (RPEL) as part of your advice, guidance, and admission process. Where appropriate you will be given details of how and when to apply.

You will be given the opportunity to further explore making an application for RPL and RPEL during your application interview. Please refer to the [Admission Policy and Procedure](#) and the awarding body regulations for your programme.

If you think RPL/RPEL applies to you please discuss this with the Careers, Recruitment and Admission Team who can be contacted at [tscs@lcwc.ac.uk](mailto:tscs@lcwc.ac.uk).

You will need to produce evidence of your prior learning as required by the appropriate awarding bodies and their respective qualification requirements.

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# Recognition of Prior Learning Procedure

This sets out the Higher Education Recognition of Prior Learning Procedure in line with the Higher Education Recognition of Prior Learning Policy. It aims to ensure you have fair and equal access to assessment opportunities in line with the respective regulations of the Awarding Organisation.

## 7 Procedure

### 7.1 Initial Evaluation of RPL Eligibility

You will be provided with information about the Institution's RPL procedures during your admissions process and during your 1-1 application interview.

- Where you may wish to apply for RPL that can be awarded as credit against a unit/qualification, we will explain the RPL process.
- RPL is an `Assessment` process, whereby the achievement of the learning outcomes and assessment requirements of a unit/qualification to be claimed, are formally assessed against the evidence you will supply.
- RPL/RPEL evidence can be drawn from the sources including:

• RPL	• RPEL
<ul style="list-style-type: none"><li>• Certificates</li><li>• Professional body membership</li></ul>	<ul style="list-style-type: none"><li>• Personal/domestic/family life experiences</li><li>• Education</li><li>• Training</li><li>• Work activities and projects</li></ul>

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<ul style="list-style-type: none"> <li>• Transcripts detailing previous certificated study</li> <li>• Course outlines – programme specifications</li> <li>• Expert witness testimony</li> <li>• reflective accounts</li> <li>• professional discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• Community or voluntary roles and associated activities</li> </ul>
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## 7.2 Assessment Stage

- We will review and assess the evidence you supply through the RPL process. The RPL process will still require you to complete programme qualification summative assessment e.g. mandatory exams, practical/theory tests, or assessments.
- For RPEL or other uncertificated learning, we may ask to you to complete an assessment as part of the evidence you supply. We will meet with you to discuss and agree the format of your RPEL submission and timescales.

The RPL assessment will consist of the following process:

- A meeting with you to plan and agree the requirements and date for your RPL submission.
- Review of your RPL evidence.
- A formal assessment decision for the outcome of review.
- The outcome of the process will be communicated to you

- 1) if you have been unsuccessful, guidance on your available options (particularly where the decision has been not to award credit.)

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- 2) If your RPL/RPEL submission has been successful and we have awarded and applied credits in your programme.
  - 3) All RPL/RPEL assessment decisions are reported to and confirmed by the appropriate Examination Board.
- We will maintain an appropriate record of the RPL/RPEL assessment .
  - You have a right to access the appeals process should they feel the assessment decision is unfair.
  - We require completion of RPL and RPEL submissions prior to enrolment. Late submission will not be accepted.
- Your exemption and award of credit for a module is subject to your evidence meeting the module learning outcomes.
  - In considering your RPL/RPEL evidence submission we will consider the following:
    - **Validity of your evidence:** Does your evidence demonstrate the learning outcomes have been met?
    - **The currency of your evidence:** Does your evidence meet up-to-date demands in the subject and professional area, or is it representative of practice that has significantly changed? Your evidence must be up-to date and normally within 5 years of study.
    - **Authenticity of your evidence:** This involves consideration of whether the evidence being examined is genuinely your work and contribution.

Further information is available in our [Academic Conduct and Misconduct policy](#).

    - **Sufficiency of your evidence:** You must provide enough evidence to fully meet the requirements of the learning outcome, or learning outcomes being considered.

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- If you have insufficient evidence to fully meet RPL requirements we will discuss with you whether able to progress your submission or if further assessments may be required.

### 7.3 Outcomes Stage

The assessment of an RPL/RPEL submissions may have the following outcomes:

- **Approved:** Relevant evidence has been supplied and meets the learning outcomes. You will be awarded credit for that module solely based on your RPL achievement. This credit will be recorded on your student record.
- **Insufficient evidence for decision:** If you have partly met the learning outcomes, then additional assessment may be advised to generate sufficient evidence on which to base a valid assessment decision.
- **Not Approved:** RPL/RPEL not awarded as evidence does not meet learnings outcomes. Credit is not awarded in this instance and you will need to study and complete the assessments for the module.

## 8 Data Protection & Retention

Your personal records will be kept confidentially and securely in line with the [Higher Education Data Protection Policy and Procedure](#).

Any information provided by you during the RPL procedure will only be shared with limited number of staff who are directly involved in the RPL process. Staff access to this information will abide by the [Higher Education Data Protection Policy and Procedure](#).

We are required to provide anonymised statistical data returns to our regulators and statutory agencies. This does not identify individuals.

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## 9 Complaints

We are committed to a fully inclusive and transparent Recognition of Prior Learning Policy and Procedure. You can complain about your RPL/RPEL process should you be dissatisfied with any aspect of your experience. Please refer to the Institution's [Complaints Policy and Procedure](#) for further information, which can be found in section 11 of this document.

## 10 Source of further information

The following staff are able to provide you with further information:

- Careers, Recruitment and Admissions Team
- Programme Leader

## 11 Other relevant policies and procedures

- [LCWC HE Validation Regulation](#)
- [Academic Appeals Policy and Procedure](#)
- [Admission Policy and Procedure](#)
- [Higher Education Assessment Policy](#)
- [Complaints Policy and Procedure](#)
- [Higher Education Data Protection Policy and Procedure](#)
- [Reasonable Adjustment Policy](#)

## 12 Any external references

- Competition Markets Authority [Competition and Markets Authority - GOV.UK \(www.gov.uk\)](#)
- Consumer Rights [Consumer Rights Act 2015 \(legislation.gov.uk\)](#)
- Equality Act 2010 [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](#)
- Office for Students [Home - Office for Students](#)
- Office for the Independent Adjudicator [Office of the Independent Adjudicator for Higher Education - OIAHE](#)
- The Open University [Distance Learning Courses and Adult Education - The Open University](#)
- Pearson [Pearson | The world's learning company | UK](#)

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- University of Central Lancashire [University of Central Lancashire - UCLan](#)
- University of Cumbria [University of Cumbria](#)

### 13 Glossary of Terms

Term	What is it?
Academic Standards	are specific and measurable expectations or criteria that define a particular grade level of what you should be able to do in various subject areas
Assessment	the process of determining the extent of your recognition of prior learning to support your degree programme.
Awarding Organisation	is an institution who is responsible for designing, developing, and administering assessments, examinations, and qualifications.
Late Submission	Where evidence is not submitted by the deadline set.
Module Lecturer	is responsible for teaching and delivering a specific module within an academic programme.
Office for Students	is a government organisation which oversees and regulates higher education institutions.
Professional Bodies	are formal groups which serve the interest and needs of professionals within that field.

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Programme Academic Team	Refers to a group of stakeholders who have an interest in the programme being delivered. This includes the planning, development, implementation, oversight of the academic programme.
Programme Handbook	is a document which contains important details and requirements of an academic program.
Programme Specification	Is a detailed document to understand the essential components and characteristics of your program.
Programme Team Leaders	is the responsible for the management of your programme.
Progress and Welfare Coach	Provides pastoral support during your programme of study. They will work alongside the Programme Academic Team to monitor your performance and provide support.
Recognition of Prior Learning	is identifying knowledge, skills, and competencies which you have at a suitable level and exempting you from components of your programme.
Summative Assessment	is a formal assessment method to evaluate and measure your understanding of learning at the end of a module. This results in a grade for a piece of work which will form part of your programme grade.

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