Maryvale Institute

Policy on Recognition of Prior Learning (RPL)

1. RPL is an assessment of prior learning that has occurred in any of a range of contexts including college or university and life and work experiences. Prior learning can be used to gain credit or exemption for qualifications and/or personal and career development.

2. RPL includes Recognition of Prior Certificated Learning (RPCL), Recognition of Prior Experiential Learning (RPEL).

3. Applicants for RPCL are required to submit a certified transcript of previous studies as evidence of completion of relevant modules. For RPEL they must submit a personal statement of previous experiential learning and a reference from a Line Manager.

4. Assessment of RPL will mainly take place at the point of admission. Should current students decide to study another relevant course concurrently with a Maryvale programme, successful completion of that course may be considered as RPL towards the Marvale programme.

5. Students who are able to demonstrate that they have already fulfilled some of the learning outcomes of the programme by means other than attendance on the planned course, and will be able, by completing the remaining requirements, to fulfil the learning outcomes of the programme and attain the standard required for the award, may be admitted with advanced standing, thus exempting them from some modules or stages of the course.

6. The time limit for consideration of RPL is sixteen years.

7. A student admitted to a programme through prior learning is subject to the same principles of admission as all other students on that programme.

8. Normally, an applicant shall be admitted with specific credit for exemption to a point no more than two thirds of a full bachelors degree (360 credits) or a full masters degree (min 180 credits). RPL is not permitted for sub awards (certificate/diploma level) Exemptions shall apply only to the taught element of the course.

9. The minimum which may be considered for RPL is 30 credits.

10. Credit for prior learning (certified, experiential or uncertified) is not allowed at, the final stage (credit level 6) of a Bachelor's Degree or for the thesis/dissertation module on a Masters programme.

11. Applications for entry with credit to the beginning or later stages of a defined programme shall be assessed, against bona fide documentary evidence or other such acceptable evidence submitted for consideration.

12. Such evidence shall be judged as to its congruence (ie. content, length, level) with those stages or elements of the Institute's programme for which application for exemption is being made.

13. Applications for admission with RPL shall be assessed, by the Programme Director seeking the advice of the Academic Registrar as needed, against the bona fide documentary evidence submitted for consideration.

14. If an applicant has been awarded RPL by a previous institute this may not be automatically taken as read. The Maryvale Programme Director will still need to view the evidence provided to the previous institute.

15. Should the evidence submitted by an applicant for prior learning credit be insufficient for the necessary judgments to be made with confidence, the Institute shall require the applicant to be assessed within procedures approved by the relevant Assessment and Examinations Board. These may include one or more of the following:

    15.1. Requiring the applicant to take the normal progression assessments of the course;

    15.2. Prescribing a specific task to be assessed which would provide a valid indicator of a candidate's status and potential to be able to fulfil the objectives of the programme and attain the standard required for the award;

    15.3. Conducting a viva voce examination.

16. Where relevant or required, Programme Committee reports and reports from the Academic Registrar shall be made available to the relevant Assessment and Examinations Board.

17. RPL is recorded on the student's spreadsheet as exemptions.

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Version Control			
Version	Author [name]	Date	Brief summary of changes
V2	Rita Bannister	03/12/2019	Consistency of terminology Clarification of what evidence is required Clarification that RPL is not allowed for sub-awards