

Recognition of Prior Learning Policy

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Recognition of Prior Learning (RPL) Policy & Practice

The City College is committed to an inclusive approach to learning and actively recognises prior learning and achievement. This policy outlines our process for assessing and awarding credit for knowledge and skills you have already gained. This applies to all programmes, including Pearson BTEC Higher Nationals and qualifications accredited by the British Acupuncture Accreditation Board (BAAB).

Our RPL process is a method of assessment that determines if you meet a unit's learning outcomes through prior knowledge, understanding, or skills, so you don't have to repeat the learning.

1. Scope and Principles

RPL is optional but available to all current and prospective students. It cannot be used for set exams, external assessments, or set assignments. All RPL decisions align with the principles of the QAA Quality Code and OfS B conditions to ensure academic standards are maintained.

Credit Limits: RPL can be used for up to 50% of the total credit value of a Pearson Higher National award.

Assessment: Your prior learning will be assessed with the same rigor and quality assurance as any other form of assessment at the college.

Grading: If RPL is granted for experiential learning, the maximum grade you can achieve for that unit is a Pass.

2. The RPL Process

The process for applying for RPL is a straightforward, step-by-step procedure:

- **Initial Discussion:** The option for RPL will be discussed with you before enrolment. A staff member will explain the process, including any possible costs, timescales, and your right to appeal.
- **Evidence Collection:** You, the student, are responsible for gathering evidence. The college will provide guidance, but will not seek evidence on your behalf.
- **Evidence Sources:** This can include certified learning (e.g., previous qualifications), or experiential learning (e.g., work experience, voluntary work, or informal education).
- **Assessment of Evidence:** An appropriate internal verifier (IV) will assess your evidence against the unit's learning outcomes and assessment criteria to ensure it is:
 - **Valid:** Directly demonstrates conformity with the learning outcomes.
 - **Authentic:** Produced solely by you.
 - **Sufficient:** Fully meets all requirements.
 - **Current:** Up-to-date and relevant to current practices.
 - **Reliable:** Consistent and verifiable.

- Final Decision: Once the IV is satisfied, a report will be prepared for the Academic Board or a delegated authority for a final decision. We aim to provide a decision within a clear, communicated timeframe.
- Recording: The use of RPL and the awarded credit will be recorded on your student record and will be reported to the Higher Education Statistics Agency (HESA) for national statistics.

3. Specifics for BAAB-Accredited Courses

The City College of Acupuncture makes use of RPL where an individual can demonstrate previous qualifications in related health disciplines. This is primarily for exemption from specific units or groups of units. The process for assessing evidence for these courses will follow the same rigorous criteria outlined in Section 2 and will be carried out in line with BAAB's specific guidance.

4. Appeals

If you wish to appeal a decision made about your RPL claim or make a formal complaint, you must first follow The City College's internal appeals and complaints process. You will be provided with a copy of this procedure upon request.

If, after completing all stages of our internal procedure, you remain dissatisfied with the final decision, you have the right to escalate your case to an external body.

For complaints regarding academic decisions, you can appeal directly to the relevant awarding or accreditation body after we have issued you with a "Completion of Procedures" letter.

Pearson: Through the Pearson Support Portal.

BAAB: According to their established complaints and appeals procedure.

For complaints regarding service or procedural issues, you may refer your case to the Office of the Independent Adjudicator (OIA) for an independent review. The OIA will only review a complaint after you have exhausted the college's internal process and received a "Completion of Procedures" letter.