

UAL Awarding Body Recognition of Prior Learning Policy and Process

Overview

This document reflects the requirements of our recognition of prior learning policy and process and has been written to inform all centres who offer UAL qualifications about the requirements to ensure accurate information is presented before making an application.

Defining recognition of prior learning

Recognition of prior learning facilitates the recognition of any relevant prior learning undertaken, and/or previous attainment by a student which is relevant to the knowledge, skills and understanding of a UAL qualification. RPL may be awarded for up to half of the units comprising given UAL qualification. In order for evidence to be recognised, qualified teaching staff at your centre must ensure the evidence presented is of equivalent level and content to the units for which the applicant is seeking RPL. Once an application has been approved, the applicant is not required to undertake the required study or learning for the units for which RPL has been granted. However they are required to be formally assessed against the learning outcomes/assessment criteria for the unit(s), either by sitting the same standard assessment as other students, or by undertaking an alternative equivalent centre-devised assessment previously approved by our subject specialist team.

Applying for recognition of prior learning

The process for RPL can be applied across the majority of UAL qualifications including applied general extended diplomas, the centre must be approved to deliver the qualification and level before application.

An application can be made in relation to a whole unit or a number of units within a UAL qualification. RPL cannot be awarded for the partial completion of a unit.

For applications made against an entire diploma qualification, enabling progression directly onto the extended diploma, applicants will be assessed on the learning outcomes of the final summative unit belonging to the diploma.

For applications made against one or more units of the first part of a one year diploma, applicants will be assessed on the learning outcomes of each unit being considered for RPL.

Before preparing an application

As a centre, you are responsible for making the application on behalf of the student. As part of this you are also responsible for ensuring the following before making a submission:

- That the student has enough evidence to demonstrate they can meet the assessment requirements for one or more units through knowledge, behaviours, skills and understanding they already possess.
- That the evidence is valid, authentic, sufficient and reliable.
- All assessment decisions based on RPL must be made by centre staff with subject expertise and appropriate assessment knowledge of the UAL grade criteria.

Key points to consider

- The evidence needs to demonstrate that equivalent learning outcomes have been achieved.
- You must be assured that the work is the student's own. Where the work is an outcome of group activity, this can only be considered if it is being assessed against criteria which relates to this type of work.
- If there is not a sufficient amount of work available for part of the assessment, then an additional task must set and evidence produced by the student which is included as part of the overall assessment.
- It is essential that the the evidence is such that another assessor would arrive at the same assessment decision, were the assessment to be repeated.
- The evidence is retained by the centre for moderation.
- Requests for RPL must be received before the published deadline Late applications will be rejected*.

**UAL reserves the right to consider late applications in exceptional circumstances only if received prior to external moderation. For example where centre maladministration has resulted in a late application and refusal is likely to adversely impact the student.*

The acceptance or rejection of late applications is at the sole discretion of UAL and will result in an additional processing fee and the application of our sanctions policy.

Please note that UAL is unable to accept RPL applications post external moderation under any circumstances.

The application of Recognition of Prior Learning (RPL)

Centres who believe a student maybe eligible to claim credit via RPL, should identify this during the initial diagnostic interview before registering them for a UAL Awarding Body qualification. The centre must be satisfied that the candidate does not need to undertake the learning for a unit(s) and is able to meet the learning outcomes through their previous specified experience and knowledge and ready for assessment.

The centre must record and submit this decision using the *Record of Interview Form for RPL* which is available our website. Upon successful approval to progress with RPL from UAL it is the responsibility of the centre to undertake assessment of the candidate's evidence against UAL Awarding Body qualification unit(s) learning outcomes and assessment criteria by using the *Record of Assessment Form for RPL* which is available our website. The completed *Record of Assessment Form for RPL* and any supporting evidence must be submitted to: academic.awarding@arts.ac.uk

The process is as follows:

Step 1: Centres MUST complete and submit the Interview *Record of Interview Form for RPL* before registration.

Step 2: UAL Awarding Body reviews the information submitted and notifies the centre of the outcome.

Step 3: The centre can register the student onto the specified UAL Awarding Body qualification(s) via Quartzweb.

Step 4: Centre completes the *Record of Assessment Form for RPL* after the completion of RPL unit/s. All completed forms and supporting documentation (as required) MUST be completed within 8 weeks and returned to: academic.awarding@arts.ac.uk

Step 5: The UAL Chief Examiners will review the information and decide whether RPL is appropriate and can be granted.

Step 6: Centres will be notified of the outcome.

Step 7: Certification will be issued upon successful completion of the qualification following external moderation.

Terminology and General Principles

Prior Experiential learning (PEL)

Prior Experiential learning denotes learning obtained from experience which is uncertificated and not previously assessed. For example, learning from unpaid work or paid work, community activities, leisure pursuits and other informal experiences.

Prior Certificated Learning (PCL)

Prior Certificated Learning is learning that has been previously assessed in a formal learning environment e.g. learning arising from academic and professional awards such as certificates, diplomas and other courses at an appropriate level.

All students, including those seeking to demonstrate equivalence to unit/s on the basis of prior learning, must meet the learning outcomes for the qualification as set out in the qualification specification, either through studying the programme and/or through RPL, in order to qualify for an award. RPL claims can be achieved through PEL and/or PCL as outlined above.

The following can be submitted in order to support a claim for Recognition of Prior Learning

- Copies of relevant certificates/diplomas
- Portfolio of work/life experiences together with knowledge and skills gained
- Supporting letters and/or other supporting evidence (please be specific)

Confirmation of RPL is subject to UAL Awarding Body external moderation procedures.