

Regulations for Students on University of East Anglia Programmes

Recognition of Prior Learning

Version: 2.0
Updated: September 2022
Review Date: August 2023

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Recognition of Prior Learning (RPL)

1 Introduction and Definitions

The Recognition of Prior Learning (RPL) enables applicants and/or current students on taught courses to gain recognition for qualifications they have already achieved at other institutions or for learning they have gained from their experiences, for example in the workplace. It does this by providing exemption from some part(s) of the chosen course of study.

The Institution recognises prior learning in three ways:

- **Accreditation of Prior Experiential Learning (APEL)**
This is the process through which learning achieved outside education or training systems is assessed and, as appropriate, recognised for academic purposes.
- **Accreditation to Prior Certified Learning (APCL)**
Learning at higher education level, which has been formally achieved, but which has not been awarded credits or a qualification by a UK Higher Education Institution (HEI). For example, qualifications awarded by a non-UK higher education degree awarding body.
- **Credit Transfer**
Relates to learning formally achieved at the same qualification level, and awarded with credits or a qualification by a recognised UK HEI.

2 General Principles

The Institution's RPL prerequisites are that the prior learning is:

- Current – achieved within the last five years;
- Relevant – the subject area is appropriate for the course and the learning outcomes map onto module(s) that they are to be claimed against;
- Evidenced – transcripts or certificates for credit transfer/APCL and the production of a portfolio for APEL;
- At the required level – for credit transfer it needs to be comparable in level and academic standard with the content and learning outcomes equivalent to an award at the Institution;
- At same credit volume or higher than the modules being claimed against.

For postgraduate taught applicants: the maximum RPL (i.e., a combination of credit transfer, APCL and APEL) that may be granted is 50% of the total number of credit points required for an award.

For undergraduate/integrated master’s applicants: the maximum RPL (i.e., a combination of credit transfer, APCL and APEL) that may be granted is 33% of the total number of credit points required for an award.

In addition:

- Exemptions may not normally be granted where a student has previously registered for and failed part of an award and wishes to seek readmission to the same or similar award.
- Institutions may not award exemptions for core modules except via a concession approved by the Academic Director of Partnerships.
- Institutions may not award exemptions for pre-requisites in certain disciplines e.g. where the modules are required for PSRB recognition or are needed for professional practice, unless the applicant can show that the identical modules have been completed elsewhere.
- The Institution decides how much credit to award an individual student via RPL, based on the level, extent and perceived relevance of the material (both knowledge and skills based) contained within the course/qualification offered by the applicant when compared with their intended course of study.

3 Accreditation of Prior Experiential Learning (APEL) Principles

Applicants must submit their APEL evidence at the same time as an application made via the recognised application route for the course.

APEL exemptions are not permitted for certain professional disciplines. Prospective students should contact the Institution to confirm whether the course will accept APEL exemptions.

	Bachelors and Integrated Masters courses	Postgraduate taught courses
Amount of APEL permitted	APEL exemptions may not be granted for more than 60 credits of the total number of credit points required for an award.	APEL exemptions may not be granted for more than 25% of the total number of credit points required for an award.
When combined with APCL and credit transfer	The maximum RPL (i.e. a combination of credit transfer, APCL and APEL) that may be granted is 33% of the total number of credit points required for an award.	The maximum RPL (i.e. a combination of credit transfer, APCL and APEL) that may be granted is 50% of the total number of credit points required for an award.
Consideration of applications	Level 4 – delegated to partner institutions Level 5 and above – Academic Director of Partnerships	Delegated to partner institutions
Timing	APEL applications may take up to 10 weeks to complete. All	

	applicants should be advised of this and should be aware of semester restrictions concerning exemption for half year arrangements, especially if the intended course of study involves year-long modules.
Fees	Partner institutions may charge an APEL assessment fee. Please contact the partner institution for further details.

4 APEL Application Process

APEL evidence will be assessed individually. Candidates must demonstrate that relevant, practical experience has been gained, and compile a portfolio of evidence using:

- (1) where applicable, confirmation by line-manager of job responsibilities and job description;
- (2) a record of achievements;
- (3) where applicable, details of specialist training/skills;
- (4) contact details of two referees, who can comment on the candidate's achievements;
- 5) documentation to demonstrate the learning outcomes achieved and the candidate's personal reflection of how the experience has furthered his/her understanding of the relevant subject area;
- (6) a completed application form.

The Institution will provide the applicant with the Course Profile for their intended course of study and applicants should indicate the relationship between the course profile and their portfolio of evidence.

The responsibility for assessing APEL cases shall be delegated to appropriate members of academic staff within the Institution. Following the consideration of their portfolio candidates may also be asked to interview.

The APEL interview may be recorded to enable interviewers to check the validity of their eventual assessments. The interview should focus on key, relevant learning experiences and candidates will be invited to give a detailed narrative account of the relationship between their prior learning and their intended course of study. The recommendations of the academic reviewers following the interview will be forwarded to the Head of HE or equivalent, or their delegated deputy.

The Head of HE or equivalent, or their delegated deputy will consider the evidence put forward by the applicant and the recommendations of the academic reviewers. They may approve and endorse the APEL at level 4, and will inform the candidate in writing and a copy will be sent to Academic Partnerships at UEA.

If no exemption is granted, based on the evidence presented, the Institution shall inform the applicant in writing and copy the letter to Academic Partnerships at UEA.

Records relating to the APEL assessment must be retained. The candidate should also keep the portfolio of evidence for future reference.

5 Accreditation to Prior Certificated Learning (APCL) and Credit Transfer Principles

Prospective students must note that credit is not guaranteed via **APCL** towards their intended course of study at the Institution, and where it is approved it may not directly reflect the value/level of the credit assigned to their current/previous qualification by the validating body, i.e., it may be less.

Institutions may not award exemptions for pre-requisites in certain disciplines e.g. where the modules are required for PSRB recognition or are needed for professional practice, unless the applicant can show that the identical modules have been completed elsewhere.

In cases of **credit transfer**, only marks awarded by the Institution for the course/award being studied will be included in the progression decisions, calculation and classification of the final award. Credit transferred from another HEI will be treated as though obtained on a pass/fail basis and is not used to calculate the final award.

	Bachelors and Integrated Masters courses	Postgraduate taught courses
Amount of APCL/ Credit Transfer permitted	For APCL and credit transfer for undergraduate Honours degree courses and Integrated Masters degrees, a candidate must normally attain the final 240 credits at the Institution (or the final 360 credits in the case of degree courses comprising 480 credits). Under exceptional circumstances, a concession may be granted for a candidate to be admitted to Year 3/the final year of a degree course.	Candidates may be granted APCL or credit transfer of up to 50% of the total number of credit points for an award. It will not be granted for the dissertation part of a course.
When combined with APEL	The maximum RPL (i.e. a combination of credit transfer, APCL and APEL) that may be granted is 33% of the total number of credit points required for an award.	The maximum RPL (i.e. a combination of credit transfer, APCL and APEL) that may be granted is 50% of the total number of credit points required for an award.
Consideration of applications	Level 4 – delegated to partner institutions Level 5 and above – Academic Director of Partnerships	Delegated to partner institutions
Timing	APCL applications may take up to 10 weeks to complete. All applicants should be advised of this and should be aware of semester restrictions concerning exemption for half year	

	arrangements, especially if the intended course of study involves year-long modules.
Fees	Partner institutions may charge an APCL assessment fee. Please contact the partner institution for further details

6 Previous Study at the Institution

Where a student is permitted to top-up a qualification from the Institutions, the lower award is subsumed into the higher award when the higher award is conferred, in accordance with the Framework for Higher Education Qualifications of UK Degree Awarding bodies. There is no requirement for a student to 'hand-in' the certificate for the lower award in these circumstances. The student transcript will indicate that the highest award incorporates any other awards for which RPL has been granted.

7 APCL and Credit Transfer Application Process

The applicant's request must be made in writing, enclosing:

- (1) A certified copy of certificate(s) or parchment(s);
- (2) A syllabus;
- (3) A full record of academic results achieved;
- (4) A completed application form and the request must include an academic reference from the institution which awarded the qualification.

All evidence should be sent to the Institution to accompany the submitted application.

The Institution will notify the candidate of the outcome in writing, and a copy will be sent to Academic Partnerships at UEA.

8 Complaints

A complaint against a judgement on an application for RPL will be treated in the same way as complaint with the admissions process, please see the Institutions Admissions Appeals and Complaints Policy.

9 Recording RPL

RPL is recorded in the Student's Record and on their Transcript.

APEL and APCL denote that credit was obtained elsewhere, whilst APL shows that a student previously studied at the Institution.

Summary of normal requirements for admission via APCL:

Award	Maximum credits which may be imported	Minimum credits to be taken on University of East Anglia validated courses	Total credits for award
Masters Degree	90	90	180
Graduate Certificate	30	30	60
Graduate Diploma	45	45	90
Bachelors Degree	120	240	360
Bachelors Degree (top-up)	0	120	120
Foundation Degree	120	120	240

Appendix A – Form for student to make initial application for entry with credit (APCL)

Form APLS

UNIVERSITY CENTRE COLCHESTER ACCREDITATION AND APPROVALS PANEL
(UCCAAP)
FOR ACCREDITATION & NEGOTIATED AWARDS

ADMISSION WITH CREDIT FROM PRIOR CERTIFICATED LEARNING

INDIVIDUAL APPLICANT: SPECIFIC CREDIT TRANSFER

*Please note, as part of your application you will be required to submit e-copies of all previously studied modules (syllabus) that you wish to be taken into consideration with this application. These should include information about module content, learning outcomes.
It will also assist your application if you are able to provide a copy of your course handbook.*

In addition to the above, you are required to supply copies of your academic transcripts as soon as they become available to you.

SUMMARY OF CREDIT TRANSFER

NAME OF STUDENT:	
Address:	
Telephone No:	

NAME OF PREVIOUS UNIVERSITY/COLLEGE:	
TITLE OF AWARD YOU HAVE ALREADY GAINED:	
DATE AWARD WAS MADE:	
NAME OF UNIVERSITY CENTRE COLCHESTER PROGRAMME YOU WISH TO STUDY:	
PROPOSED DATE OF START:	

DETAILS OF APPLICATION

Please give full details of the reason behind your application.

Description of student's prior learning:
Please list the below the exact amount of credit you wish to transfer.

Dates credits achieved		Institution	Qualification <i>Level and course title</i>	Credit level	Total credits
From	To				

Use this section to list the modules you wish to submit for credit transfer, together with their level and credit value (i.e. all completed modules on your previous course of study).

Module code	Module title	Credit value	Level

Checklist of documents included with this initial application form:

- e-copies of module descriptions (containing the modules learning outcomes)
- e-copy of course handbook
- e-copies of transcripts

Signed :

Date:

Once completed, please email this form and any supporting documents to UCC Academic Services (uccadmissions@colchester.ac.uk) or submit a hard copy to UCC Academic Services, HE103, University Centre Colchester, Sheepen Road, Colchester, Essex, CO3 3LL

If you have any queries regarding completion of this form please contact UCC Academic Services on (01206) 712386 or via the email address above.

2) Recognition of Prior Learning (RPL)

Example 1

Module title	Learning outcomes of previous study	Module title	Learning outcomes of proposed modules
Unit 5 L/601/0995 Project Design, Implementation and Evaluation Level 5 20 Credits	<ol style="list-style-type: none"> 1. Be able to formulate a project 2. Be able to implement the project within agreed procedures and to specification 3. Be able to evaluate the project outcomes 4. Be able to present the project outcomes 	BAFA011 Development of Fine Art Processes Level 5 30 Credits	<ol style="list-style-type: none"> 1. Apply art and design methodology and technology appropriately to identified problems or issues. 2. Produce and explore a range of innovative ideas which are viable both technically and in context. 3. Select an appropriate concept and develop into a feasible outcome. 4. Communicate and present outcomes both effectively and persuasively.
Unit 8 T/601/5415 Ideas in context Level 5 15 Credits	<ol style="list-style-type: none"> 1. Be able to independently generate ideas to fulfill complex visual arts objectives 2. Be able to devise complex ideas to suit specific art and design applications 3. Be able to work with others in generating, developing and communicating ideas 4. Be able to plan and design a presentation and communicate ideas effectively 		BAFA011 Learning outcome 1 Corresponds to: Unit 5: LO 2 Unit 8: LO 2 Unit 23: LO 2 Unit 124: LO 3 Unit 127: LOs 1, 2 and 3
Unit 124 T/601/6645 Fine Art Ready-Mades Level 5 15 Credits	<ol style="list-style-type: none"> 1. Understand the use of fine art ready-mades 2. Understand the potential of fine art ready-mades to communicate intentions 3. Be able to produce fine art ready-mades 4. Be able to evaluate fine art ready-mades. 		BAFA011 Learning outcome 2 Corresponds to: Unit 5: LOs 1 and 2 Unit 8: LOs 1 and 2 Unit 23: LOs 1, 3 and 4 Unit 124: LOs 2 and 3 Unit 127: LOs 2 and 3
Unit 127 T/601/6658 Site Specific Fine Art Level 5 15 Credits	<ol style="list-style-type: none"> 1. Be able to research site-specific artwork 2. Understand the potential for site-specific artwork 3. Be able to prepare proposals for work 4. Be able to implement proposals. 		BAFA011 Learning outcome 3 Corresponds to: Unit 5: LOs 1 and 2 Unit 8: LOs 1 and 2 Unit 23: LOs 3 and 4 Unit 124: LOs 2 and 3 Unit 127: LOs 2, 3 and 4
Unit 23 T/601/5401 Communication with Images in Art and Design	<ol style="list-style-type: none"> 1. Understand the use of visual imagery in different cultures and sub-cultures 2. Understand the use of sequencing to communicate with a series of images 3. Be able to communicate meanings, messages and information using images 4. Be able to produce visual imagery aimed at different audiences. 		BAFA011 Learning outcome 4 Corresponds to: Unit 5: LOs 3 and 4 Unit 8: LO 4 Unit 23: LOs 3 and 4 Unit 124: LOs 3 and 4 Unit 127: LOs 3 and 4

Example 2

Module title	Learning outcomes of previous study	Module title	Learning outcomes of proposed modules
Unit 4 D/601/6381 Professional Practice in Art and Design Level 5 15 Credits Unit 118 A/601/6632 Management of Art Exhibitions Level 5 15 Credits	<ol style="list-style-type: none"> 1. Be able to place themselves and their work in the context of their selected discipline 2. Understand their specialist area and the career opportunities available 3. Be able to develop and present a professional portfolio in an appropriate format 4. Understand how to promote themselves and their work professionally. <ol style="list-style-type: none"> 1. <i>Be able to establish exhibition space through contact with individuals and organisations.</i> 2. <i>Be able to prepare and install work for exhibition</i> 3. <i>Understand the effectiveness of exhibitions</i> 4. <i>Be able to make an effective contribution to managing the exhibition process</i> 	BAFA02I Personal Development Planning Level 5 15 Credits	<ol style="list-style-type: none"> 1. Identify and assess their personal strengths and weaknesses in their subject skills and knowledge. 2. Identify and organise development needs. 3. Make reflective and critical judgments. 4. Begin to evaluate independently. 5. Record their learning experiences. BAFA02I Learning outcome 1 Corresponds to: See comments below. BAFA02I Learning outcome 2 Corresponds to: Unit 4: LOs 1 to 4 BAFA02I Learning outcome 3 Corresponds to: Unit 4: LOs 1 to 3 BAFA02I Learning outcome 4 Corresponds to: Unit 4: 1 and 2 BAFA02I Learning outcome 5 Corresponds to: See comments below.

Not all outcomes for BAFA02I PDP can be mapped directly to previously studied modules, but there are references in module guides and the course handbook that indicate that the requirements of this module are important aspects of previous study. For example, the Unit Abstract for Unit 4 (Professional Practice in Art and Design) states,

*“This unit serves to evaluate and assimilate learners’ skills....through participation in self-analysis and reflection, **recognition of strengths and weaknesses**, goal setting.*

This unit will allow learners the time to reflect on the previous years of study and to assess their strengths and weaknesses. It will allow evaluation of their own progression, the contribution they have made to their subject and the broader critical debate surrounding their subject.”

The HND Course Handbook also comments at length in the section on, ‘Higher Level Skills and the Tutorial Process’, where it includes the following,

“...Skills development and recording.

- Researching
- Planning, editing and ordering written material
- Revising structure & revising content
- Time management
- Personal Development planning”

There are no direct links in terms of learning outcomes for Unit 118, but it is the case that all the requirements of this module are met as part of the module content for 02I Personal Development Planning and 03I Confirmation of F&T Practice.

All students participate in at least one show or exhibition of their work, where they are involved in all aspects of the event and record and reflect on this experience as part of their professional development.

Module title, level & credits	Learning outcomes of previous study	Module title, level & credits	Learning outcomes of proposed modules

Module title, level & credits	Learning outcomes of previous study	Module title, level & credits	Learning outcomes of proposed modules

Module title, level & credits	Learning outcomes of previous study	Module title, level & credits	Learning outcomes of proposed modules

Module title, level & credits	Learning outcomes of previous study	Module title, level & credits	Learning outcomes of proposed modules

Module title, level & credits	Learning outcomes of previous study	Module title, level & credits	Learning outcomes of proposed modules

Module title, level & credits	Learning outcomes of previous study	Module title, level & credits	Learning outcomes of proposed modules

Please confirm by ticking the box whether you have seen:

- all relevant certification:
- formal LO documentation from the previous institution:

Please confirm that the prior learning evidenced was taken within the last

5 years:

If the prior learning was not taken within the last 5 years, what is the justification for accepting the currency of learning? (eg. C.V. Personal Development Portfolio)

3) Accreditation of Prior Experiential Learning (APEL):

Please list the evidence supplied (e.g. portfolio. C.V. etc.)

4) AP(E)L Assessor comments/recommendations:

5) Recognised general credit value:

VOLUME & LEVEL OF GENERAL CREDIT:

CREDIT-RATING AUTHORITY:

Attach copy of Transcript or final section of Credential Evaluation in support of these details.

VOLUME & LEVEL OF GENERAL CREDIT:
CREDIT-RATING AUTHORITY:
Attach copy of Transcript or final section of Credential Evaluation in support of these details.

6) Proposed individual admission with specific credit and context:

SPECIFIC CREDIT VALUE

Volume & Level of Specific Credit:

CONTEXT OF SPECIFIC CREDIT

Award Pathway:

Field:

School:

SPECIFIC CREDIT VALUE
Volume & Level of Specific Credit:
CONTEXT OF SPECIFIC CREDIT
Award Pathway:
Field:
School:

Partner Institution AP(E)L Assessor: **Date:**

Name:

Title:

Partner Institution Approval: **Date:**

Name:

Title:

For requests that include level 5 credit or above:

University of East Anglia Approval: **Date:**

Name:

Title: Dean of Academic Partnerships