

Provider's name: Newham College of Further
Education

Provider's UKPRN: 10004607

Recognition of Prior Learning Process

Academic Year 2022/2024

1 Recognition of Prior Learning (RPL)

1. Recognition of prior learning will, in all cases take place within the parameters allowed by the awarding body. Please refer to the flow diagram in annex 1 for details of both processes.
2. Where the College decided to accept a student seeking to transfer into the College with the recognition of *certificated learning*. We will conduct this within the parameters set out in the College Student Transfer Plan, notwithstanding the requirements of the awarding body.
3. Recognition of prior *experiential learning* is for learning that has not taken place in a classroom, does not result from following a course of study and is not measured in and verified by a transcript. The learning has taken place in a different setting, for example, the workplace. This does not include courses based on the accreditation of current or planned experience (such as work-based learning). Credit is not awarded on the basis of experience per se; it is awarded on the basis of what is learned through reflecting on experience.
4. The content of APEL submissions will vary in accordance with the nature of the experience and of the learning that has resulted from that experience but might include the following elements:
 - a. the statement of the claim;
 - b. a brief CV to provide a context for the claim;
 - c. reflection on the relevance of the learning to the course against which the claim is being made;
 - d. outcome cross-referenced to the full evidence;
 - e. full evidence.

Types of evidence might be:

- a. practice-based documents;
- b. reports based on reflection on practice;
- c. video/audio tapes and analysis relating to the learning outcomes;
- d. analysis of issues arising in preparing for practice.

1.1 Evidence

- a. evidence must be sufficient, relevant, verifiable and current;
 - b. relevance,
is there an appropriate match between the evidence presented and the learning claimed?
 - c. sufficiency is there sufficient evidence to demonstrate the achievement of the learning claimed?
 - d. authenticity is the evidence clearly related to the applicants' own efforts and achievements.
 - e. currency - does evidence relate to current learning?
5. Evidence must not be solely assessed by the staff who have advised the claimant. APEL claims and admissions through this process are subject to the same quality assurance processes as learning derived from taught courses of study. The College's approved procedure for considering requests for the accreditation of prior experiential learning includes the following stages:
- a. allocation of a member of academic staff to advise the candidate;

- b. specification of what the claim must entail, in particular, the nature and purpose of evidence of learning to be submitted by the candidate must be made clear;
- c. agreement of assessment work to be submitted (e.g., portfolio, presentation, submission of artefacts, examinations);
- d. agreement of submission dates;
- e. agreement of tutorial arrangements (including monitoring progress towards submission, reviewing drafts etc.);
- f. clarification of arrangements for assessment (including assessment criteria, internal and external moderation);
- g. assessment of the claim by a panel appointed for this purpose by the Assessment Board;
- h. feedback to the claimant; where the claim cannot be accepted the feedback should include details of its shortcomings and/or any additional evidence necessary for the acceptance of the claim;
- i. applicants are entitled to one further attempt at providing adequate evidence following a refusal.

Any appeal against a decision relating to APE/CL will be considered under the College's admissions' appeal process.

Annex 1 Accrediting of Prior Learning – process chart

