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Contents

Section 1: What is recognition of prior learning (RPL)?

- x The decision on each application must be clearly documented, to ensure clarify for all parties. Decisions taken should be transparent and equitable.

The award of RPL

- x RPL may only be awarded within the parameters outlined in university regulations.
- x No marks are awarded for credit achieved via the RPL process, unless the RPL is awarded in relation to credits previously earned at DMU, in which case the marks can be brought forward and linked to the student's current profile. Classification of awards is based only on modules studied at DMU.
- x Credits awarded via the RPL process must be clearly denoted on documentation provided to students on graduation, for example the diploma supplement or Higher Education Achievement Report (HEAR).

Flowchart of the process

Criteria for assessing an RPL application

Validity

The achievement must be comparable with the standard and content of the DMU programme the student is making the claim in relation to. The evidence should match the learning claimed, and the learning should be appropriate to the module(s) learning outcomes.

Sufficiency

There should be sufficient

clearly state the grounds on which the appeal is being made. The decision of the Associate Dean (Academic) is final.

Fraudulent claims

If it is suspected that a fraudulent claim has been made, the staff member processing the application will refer it to the Associate Dean (Academic) for investigation. If an applicant is found to have made a fraudulent RPL claim, for example by submitting counterfeit documentation or omitting pertinent facts such as an unspent criminal conviction, they will be subject to the penalties outlined in Chapter 1 of the General Regulations and Procedures Affecting Students: Entry, registration and student status - untrue statements and omissions. Current DMU students will be subject to the disciplinary procedure outlined in Chapter 2.

Section 3: The RPL process for higher and degree apprenticeships

It should be noted that as the university is accessing government funding to deliver an apprenticeship, we must ensure the individual and the programme are eligible for funding by conducting an initial assessment of the individual's suitability in line with the proposed apprenticeship. Funds must not be used to pay for training for knowledge, skills and behaviours already attained by the apprentice.

The process of assessing Recognised Prior Learning in apprenticeship provision forms part of Initial Assessment during th

Assessing suitability for the programme is conducted by the programme team and involves input from both the apprentice applicant and their employer. The apprentice completes the relevant [skills scan;](#) a programme team member then reviews this and a Training Plan discussion is held with the apprentice and their employer to explore the responses further and confirm the employer holds the same view of the apprentice's current ability. The results of the skills scan and any supplemental diagnostic testing must evidence that the individual requires significant new knowledge, skills and behaviours in order to be occupationally competent in their job role, and that the training required meets the funding rules relating to the minimum duration of an apprenticeship and to off-the-job training (OTJT). Alongside this the apprentice will have provided evidence of any certificated learning that they have previously undertaken and this will also be discussed during the Training Plan discussion.

Following the Training Plan discussion, the programme team member will confirm the amount of prior learning and, if applicable, the reduction in cost and/or duration of the apprenticeship programme. They will also confirm if any prior learning (experiential or credit) will need to be formally claimed on behalf of the apprentice.

The reduction in cost and/or duration will be included in the written agreement with the employer and the individual training plan. As well as being including the same figures in the ILR and the employers Digital Account. Each apprentice's Individual Training Plan includes Off the Job hours which reflect that prior learning has been identified and recognised.

What evidence is needed for 'Apprentices' RPL claims?

To satisfy the apprenticeship funding rules for initial assessment and recognition of prior learning an apprentice's evidence pack must include:

x **Evidence that you have assessed and agreed with the employer, the individual's current competence against the knowledge, skills and behaviours required to achieve the standard and identified and quantified relevant prior learning and experience.**

At DMU this means that every apprentice is required to have a:

- Signed Skills Scan
- Signed Training   T

x Evidence to show how you have adjusted the apprenticeship content, duration and price to reflect prior learning.

On completion of the skills scan and training plan discussion with the employer and the applicant, the programme leader will need to provide

Section 4: Midlands Credit Compass

What is the Midlands Credit Compass?

The [Midlands Credit Compass](#) is a credit transfer facility set up by [Midlands Enterprise Universities](#) to support students wishing to transfer between participating universities in the Midlands.

What is the impact on RPL applicants?

The Midlands Credit Compass (MCC) is a framework to make the process of transferring academic credit more transparent and to support students through the transfer process between participating universities. This prpid ?

Section 5: For reference

Regulations regarding the use of credit

There are limits to the volume of RPL credit which can be awarded to students, as the university has specific requirements about the proportion of credits which must be studied at DMU in order to receive a DMU award. These are specified in the RPL section of the [academic regulations](#). The limits outlined in the regulations don't apply to previous DMU students who may have left the university with an exit award and wish to return to their previous programme to achieve a higher award. In such cases a student will only be required to study for the credits they need to achieve the award.

Credits achieved via the RPL process are excluded from the calculation of awards, for example honours degree classification, distinction, merit, except in the case of previous DMU students returning to the same programme.

Prior learning as covered by this guide refers to learning at the same academic level as the programme a student is applying for, or undertaking. Where a student has relevant prior learning which is at a level lower than the programme, the learning will be considered in terms of its suitability to meet or contribute to meeting the entry requirements for the programme. Recognition in this circumstance is outside the remit of this guidance document and forms part of the admissions process, and staff should refer to the university's Student Admissions Policy. However, the principles in this guide may be useful to staff in advising applicants preparing a portfolio as part of the admissions process where they do not meet the standard entry requirements.

Advice on the re-use of credit

At DMU relevant credit achieved can be re-used towards an award at a higher level of study, subject to the RPL limits outlined within the regulations (see above). It is important that the re-use of credit is accepted in relation to staged or complementary

A guide to the recognition of prior learning (RPL)

Section 6: Further information

The following documents/ links may be of interest:

De Montfort University Taught Programmes Academic Regulations

QAA Quality Code for Higher Education: Advice and guidance on assessment

The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)

The Higher Education Credit Framework for England (2021) and accompanying guidance

ESFA Apprenticeship Funding rules

ESFA Recognition Prior Learning guidance

DMU Apprenticeship Skills Scan