



## Recognition of Prior Learning Procedure

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**1. REVISION HISTORY AND APPROVAL**

<b>Revision</b>	<b>Nature of change</b>	<b>Approval</b>	<b>Date</b>
1.0	First Issue	JL	27/07/21
1.1	Feedback from David Westley, MDX and further alignment to MDX RPL Regulations	JL	24/05/23

## 2. INTRODUCTION

- 2.1. The primary responsibility to address competencies and equivalencies of learning rests with the applicant but the College offers advice and relevant support to applicants when making RPL certified and uncertified applications.
- 2.2. It is the applicants responsibility to make the initial request for RPL and to provide evidence of this prior certified learning within the timescale dictated by the College. The learner is required to supply all appropriate supporting evidence I.e. portfolio of relevant experience, transcripts of results and module descriptor/syllabus including intended learning outcomes. All documentation will be submitted via the online application process.
- 2.3. The Student Recruitment Officers are responsible for providing information and processing submissions.
- 2.4. The PCI College Link Tutor determines if an RPL application is viable or not.
- 2.5. The programme External Examiner will be involved in the approval of RPL applications.
- 2.6. Each case will be assessed individually and the means of demonstrating and measuring the prerequisite learning will be decided on a case-by-case basis.
- 2.7. The College offers upgrade options to learners with the required applied prior certified learning (RPL). This gives learners the opportunity to be exempt from completing modules on certain courses.
- 2.8. The College assesses RPL on a case-by-case basis comparing the content covered, the academic level of this content and assessment difficulty.
- 2.9. The College reserves the right to refuse RPL requests if the evidence provided by the learner does not indicate an equivalent level of prior learning.
- 2.10. The College may request a learner completes catch-up pieces to satisfy the course requirements as a condition of RPL.

## 3. RESPONSIBILITIES

Role/Person	Responsibility
Applicant	It is the responsibility of the applicant to make a formal written application to the College requesting an exemption or advanced entry by supplying all appropriate supporting evidence i.e. portfolio of relevant experience, transcript of results and module descriptor/syllabus including intended learning outcomes.
Student Recruitment Officers	Providing information and processing applications.
Student Services & Faculty	Scheduling of applicants for interview and interviewing the applicants.
Programme Leader	Overseeing the RPL Processes.
Institute Link Tutor	Assessment of RPL applications
External Examinar	Assessment of RPL applications
Clinical Manager	Assesses readiness to see clients as part of the interview process where applicable

## 4. RPL PROCEDURE PREAMBLE

- 4.1. PCI College is committed to provide clear rules regarding RPL application procedure on the website.
- 4.2. Applicants are required to book the course and venue of preference via online booking on the website or by an application form sent by post or emailed, noting all modules they have studied and believe they may be granted exemptions for when enrolling as a learner.

- 4.3. Applicants will be provided with a Course Comparison form which they must complete to evidence their prior learning. This must be submitted along with any supporting evidence.
- 4.4. This application is sent from the recruitment officers to the college Link tutor who reviews the application in advance or after the scheduled interview to ascertain if the learner can be granted the status of applied prior learning for previous modules studied. Interviews can take place before the RPL assessment, as the interview process is to assess the applicant's competency to pursue a course of study in general.
- 4.5. The learner is then informed, in interview or after the interview, the modules which they would receive exemptions for should they be successful at interview and choose to take up their offer of a place on their chosen course of study.
- 4.6. The learner will also be informed of any implications to their award classification where applicable, i.e. Ungraded credit taken will contribute to the satisfaction of the criteria for a qualification, but will not contribute grades for the classification of qualifications. Classification will be based only on graded credit awarded by PCI College/MDX/QQI.
- 4.7. Once the learner accepts their place, Student Services will add the modules they have been awarded RPL for to the learner's account, as well as adding them to any relevant catch up modules, deemed necessary for awarding the required exemptions.
- 4.8. Learners may be eligible for RPL related to clinical requirements for their programme and this will be assessed on a case by case basis.

## **5. RECOGNITION OF PRIOR LEARNING (CERTIFIED)**

### **5.1. Assessment**

- 5.1.1. The College Link Tutor will assess the applicant RPL (certified) documents, which should consist of the course comparison form complete, a copy of transcripts and programme handbook from their previous course, evidence of clinical requirements where applicable and will decide whether the previous learning aligns to the related programme or modules and learning outcomes.
- 5.1.2. Where there is an assessment required regarding readiness to see clients, the Clinical Manager will be consulted in the process and involved in the interview process.

### **5.2. Consideration**

- 5.2.1. The Link Tutor and External Examiner (for credit awarded at Level 5(FHEQ) and above) will confirm if the RPL (certified) aligns to the programme and meets the necessary programme requirements and module learning outcomes, and will decide what exemptions can be granted. This will include if and how grades will be applied for the overall award classification. The assessment and decisions will be mapped on the college's internal RPL (certified) Assessment Form.

### **5.3. Response**

- 5.3.1. The Link Tutor will communicate the outcomes and return the RPL (certified) Assessment Form to the Student Recruitment Department who will communicate the decision to applicants after the interview (if necessary). The information would include:
  - Module and learning outcomes of previous learning that was provided by the applicant
  - The implications of rating or not rating and any associated rating issues
  - Any programme rules or NFQ/FHEQ rules, including information about current learning and clinical requirements
  - Potential impact on award classification
  - Clear information on why the assessment cannot be processed

## 6. RECOGNITION OF PRIOR LEARNING (UNCERTIFIED)

### 6.1. Assesment

6.1.1. The Link Tutor and Programme Leader will evaluate any non-formal or informal prior learning which should consist of the course comparison form completed with records, affirmation and reference of previous learning and copy of related certificates or activities by way of a portfolio, and decide whether it aligns to the related programme/module and learning outcomes. The assessment and decisions will be mapped on the college's internal RPL (uncertified) Assessment Form.

### 6.2. Consideration

6.2.1. The Link Tutor discusses with the External Examiner (for credit awarded at Level 5(FHEQ) and above) to decide if the applicant portfolio fits the necessary requirements and whether it can be evaluated in compliance with the programme learning outcomes.

6.2.2. Where it is required that assignments must be set and/or graded in order to assess RPL appropriately, a fee will be charged for this. In this case, the provider should assess the learner using the regular module assessment instruments and/or by an alternative assessment arrangement. Learners who are assessed to have demonstrated the required learning are granted the available credit for the module and are exempt from the module. Furthermore, a grade (percentage mark or alphabetic grade) should be available in principle. However, providers may choose not to grade if the assessment arrangement might not provide grading which is consistent with the regular assessment instruments

6.2.3. The learning derived from experience must be able to be identified in order to be assessed. Prior learning is identified through systematic reflection on experience, the writing of clear statements about what was actually learned and the collection and collation of evidence to support those statements.

6.2.4. If the module is one which contributes to the award classification, prior learning achievement must be graded in order for the award to be classified. Otherwise, an unclassified award should be made.

6.2.5. Where the module does not contribute to the award classification, the prior learning achievement does not need to be graded.

6.2.6. The RPL portfolio may include:

- a) Certificated credit bearing courses
- b) CPD courses (which may not be credit-bearing)
- c) Professional experience (evidenced through CV, job descriptions, employer references)
- d) Professional accreditation (where accreditation criteria can be mapped to programme or module outcomes)
- e) Any other relevant information

### 6.3. Response

6.3.1. If the portfolio is approved the applicant must comply in accordance with the Access, Applications and Admissions policy and procedure. If the Link Tutor and External Examiner considered that the portfolio is not assessable, the applicant will be informed by the Student Recruitment Department, A hard copy of the assessment will be sent to the applicant, which will clearly state why the portfolio wasn't suitable for RPL. The results of assesment includes the following:

- An applicant can be given a place in the programme without exceptions
- An applicant can be given a place in the programme with exceptions
- If the portfolio cannot be assessed, the applicant will be informed of the reason

- An applicant may refuse an exception when there are classification consequences that the applicant deems disadvantageous
- 6.3.2. Student Services Department will always be informed of the decision and exceptions (if any), by the Student Recruitment Officers and will enrol the applicant in accordance to the programme.

## 7. APPEAL OF ADMISSIONS

- 7.1. RPL applicants will receive clear rules on the process, assessments and decisions. Feedback on non-successful candidates will be available on request. Applicants have the right to appeal an RPL decision with the Link Tutor and the Interviewers Panel.
- 7.2. The Appeal procedures can be found on the Procedures associated with Access, Applications and Admissions.

## 8. LINKED POLICIES AND PROCEDURES

Linked Policies	Access, Applications and Admissions Policy Transfer and Progression Policy Recognition of Prior Learning Policy Learner Support Policy Assessment of Learners Policy
Linked Procedures	Access, Applications and Admissions Procedure Transfer and Progression Procedure Support for Learners Procedure Assessment of Learners Procedure