

GBS Recognition of Prior Learning Policy

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Related policies
<ul style="list-style-type: none"> • GBS Student Complaints Policy and Procedure ▪ GBS Student Charter ▪ GBS Student Code of Conduct ▪ GBS Equality and Diversity Policy ▪ GBS Extenuating Circumstances Policy and Procedure ▪ GBS Good Academic Practice and Academic Malpractice Policy
External Reference
N/A

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GBS HE Malta Limited Recognition of Prior Learning Policy

1. Policy Statement

1.1 Recognition of Prior Learning (RPL) is where students demonstrate that they can meet the assessment criteria within a unit through knowledge, understanding or skills they already possess without undertaking an additional course of learning. It is an acknowledged assessment activity within nationally regulated qualifications.

1.2 The purpose of the RPL Policy is to advise students of the process and procedures for recognising prior learning. The policy sets out information relating to the types of learning that can be recognised by GBS HE Malta Limited.

2. Principles

2.1 In order to fulfil its responsibilities under this policy, GBS will:

- Train staff in RPL procedures
- Offer professional support and guidance from staff with appropriate expertise for students considering using RPL.
- Make students aware of the purpose and availability of RPL at interview, as well as the specific timescales.
- Comply with all regulatory requirements. RPL policies, processes, procedures, practices, and decisions are transparent, rigorous, reliable, fair, and accessible to individuals and stakeholders to ensure that users can be confident of the decisions and outcomes of RPL.
- Give feedback to the learner on the RPL, offering support and guidance on later learning options if necessary.

3. Categories of Prior Learning

3.1 RPL as an overall process embraces two subsets:

- **Accreditation of Prior Experiential Learning (APEL)** – the process for an applicant to seek formal recognition of prior learning they have achieved through experience, such as professional or voluntary work, and/or self-directed study.
- **Accreditation of Prior Certificated Learning (APCL)** – the process for an applicant to seek formal recognition of prior learning from qualifications they hold that are not recognised within the rules of combination of the proposed qualification.

3.2 Accreditation of Prior Experiential Learning (APEL)

3.3 Admission with experience concerns the recognition of relevant work experience as an entry qualification equivalent. Alternatively, relevant work experience together with relevant formal qualifications may also be taken as meeting entry requirements for the respective programme.

3.4 Prospective students who wish to have their work experience considered for full or part entry to the programme are required to complete the **Recognition of Prior Learning Form (Annex 1)** in which information concerning their work experience and prior certified learning must be given. The Admissions Officer in consultation with the Programme Leader may also seek to evidence the prospective student's claim by seeking up to two references from recent employers where such work experience was gained.

3.5 Accreditation of Prior Certificated Learning (APCL)

3.6 Admission with prior certified learning concerns giving students exemptions from one or more units on the respective programme as a result of evidence provided of equivalent and successful study elsewhere. The policy of GBS for admission is that exemption may only be given if the prospective student can provide clear certificated evidence of studying and passing the same programme units at another higher education institution.

3.7 Prospective students who wish to have exemptions from one or more units on the respective programme are required to complete the **Recognition of Prior Learning Form (Annex 1)** in which information concerning their prior certified learning must be given. To be granted admission, the learner must produce certificated evidence that he or she has studied and passed one of more units elsewhere.

3.8 Admission may only be granted if the unit(s) have been studied and passed **within the past three years**.

4. Process of RPL administration

4.1 The process of RPL activity may be triggered by the learner at the point of admissions, enrolment, induction, or provision of the assignment brief.

4.2 The following points outline the stages that contribute to the success of this assessment method at GBS:

1. Discuss RPL enquiry with student – Programme Leader and Assessor highlighting consequences and limitations – Admissions Officer, Assessor / Programme Leader
2. Receipt of RPL request – Admissions Officer / Programme Leader
3. Evaluation of RPL request and evidence – Admissions Officer / Programme Leader
4. Assessment of RPL evidence – Admissions Officer / Programme Leader
5. If applicable, conduct further oral assessments or appropriate assessments if initial evidence is deemed to be unsatisfactory.
6. Feedback to student with decision to: – Programme Leader / Admissions Officer
 - a) Grant full RPL
 - b) Grant partial RPL – requesting further evidence

c) Decline RPL request

7. Set out RPL next steps and timeframe for student – Programme Leader
8. Capture, annotate and store RPL evidence for IV activity – Programme Leader
9. Update Student Records and IV records – Programme Leader
10. Update Awarding body records where relevant – Programme Leader

5. Responsibilities

5.1 Student Responsibilities

- The student must complete the Recognition of Prior Learning Form (Annex 1) and provide clear evidence.
- The student must consult with the agreed Admissions Officer in the preparation of his/her evidence.
- Students applying for RPL must agree an action plan to enable him/her to obtain the award s/he is aiming for.
- Students must agree to attend any further oral assessments or appropriate assessments if initial evidence is deemed to be unsatisfactory for the RPL assessor.

5.2 Staff Responsibilities

- To provide support and encouragement to all students wishing to claim credit for prior learning.
- Following initial enquiries by any student the member of staff should place the student in contact with an appropriate member of staff.
- To be conversant with this policy and the demands it places on staff.
- Staff development is made available to those staff not conversant with or competent.

6. Monitoring and Review

6.1 Records of all applications for recognition of prior learning, and their outcomes, are maintained by GBS for a period of at least five years.

6.2 Annual monitoring of the RPL process and activities is undertaken by the Admissions Team and are reported to the Academic Board.

6.3 This policy is formally approved in line with our processes and is subject to regular review. This policy may be amended by GBS at any time.

7. Alternative Format

7.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager

Annex 1 – Recognition of Prior Learning Form

Please complete this form if you wish to claim for recognition of prior learning. You will need to submit clear evidence. Please contact the Programme Leader and/or Admissions Officer in order to discuss the format of the evidence to be considered.

Section 1: Personal Details

Student full name	
Student ID	
Programme of study	
Campus	
Cohort	
Email address	
Telephone number (including country code)	

Section 2A: Experiential Learning (if applicable)

Details of learning	Evidence provided

Section 2B: Certified Learning (if applicable)

Qualification Title and Awarding body	Level of Award	Unit or Module Title Please include the number of academic credits (if known)	Date of Study

Section 3: RPL decision

To be completed by the Programme Leader

RPL Decision	
If decision is grant full RPL, grant partial RPL – requesting further evidence, decline RPL request, please give reason and any notes for the applicant.	

Offer conditions (if applicable)	
Alternative programme of study	
Notes for applicant	

Units covered by RPL

Units/Modules	Level of study	Credits

Units not covered by RPL

Units/Modules	Level of study	Credits

Section 4: Approvals

RPL approved by		Programme Leader	Date
		Head of Admissions	Date
		Dean	Date