

RPL Applicant Guidance for Part-time Undergraduate and Graduate programmes: Recognition of Prior Certified Learning (RPCL) Applications

Definition

RPCL (Recognition of Prior Certified Learning) is a term which refers specifically to the recognition of certified learning through the assignment of credit. This is learning which has been formally assessed by a recognised institution and for which an academic transcript or equivalent formal documentation is available.

Introduction

Recognition of Prior Learning (RPL) allows students who plan to enrol on an award bearing taught programme of study at the University of York to claim 'credit' for previous learning. The previous learning must be relevant to the programme for which they are applying, and if their application is successful, the credit will count towards their chosen programme of study.

A module is the smallest unit for which exemption can be claimed. Each candidate's application for RPL will be carefully mapped against the requirements of the chosen programme of study and a decision made.

In accordance with the University RPL policy RPL claims cannot be made using credit from other institutions against modules at H Level (Honours Level / Level 6) or above on undergraduate programmes. As the final BSc/BA award classification will be determined by the modules at Level 6 the University needs to guarantee the quality of the award and therefore all Level 6 credits must be obtained at the University.

There are limits to the number of credits that can be applied for exemption from. Full details are provided in the University RPL Policy.

Only marks awarded at the University of York will be included in the calculation of the final award. The RPL credits will be represented as 'Prior Learning' on the academic transcript.

It is the responsibility of the applicant to make sure that all evidence and supporting application material is submitted in English. Translations into English must be certified, with original documents made available on request. Overseas applicants may apply for RPL in the same way that UK and EU applicants may. The qualifications and institutions will be checked by staff before a claim is considered.

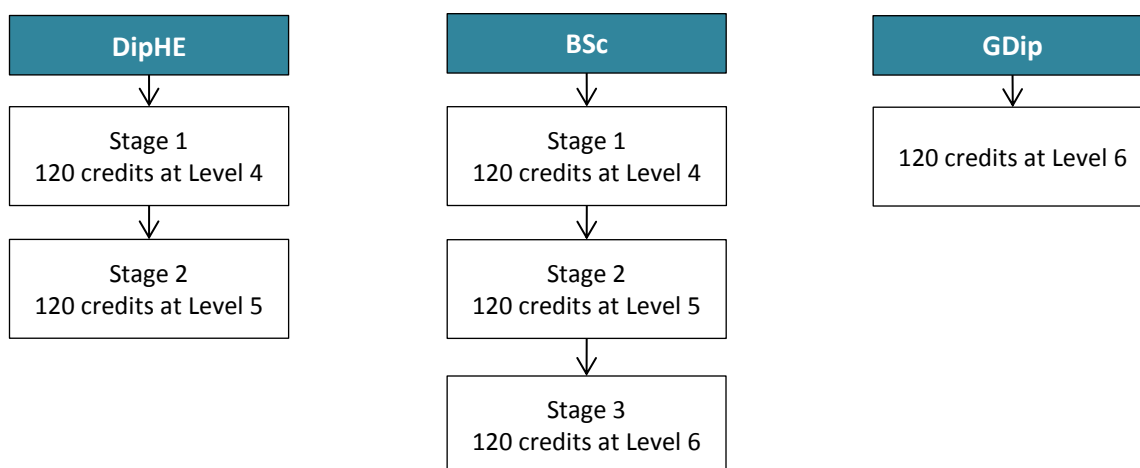
All applications need to be received by the departmental RPL representative at least three months prior to the date on which the chosen programme of study will begin. Applications will be considered within four weeks, and the Department will write to the applicant notifying them of the decision.

There is no fee charged for consideration of RPCL applications.

Background and programme structures

The following guidance is provided to assist part-time undergraduate and graduate applicants applying to a Continuing Professional Development (CPD) programme within the Department. Prior to, or simultaneously as part of, the application process applicants for the CPD Diploma of Higher Education (DipHE), Bachelor of Science (BSc) and Bachelor of Arts (BA) apply through the RPL process for their prior learning and/or their professional qualification to be accredited towards the programme of study they are applying to. Although not routine this process may very occasionally also apply for Graduate Diploma (GDip) applicants (refer to section on the following page).

Part-time undergraduate DipHE, BSc and BA programmes are made up of with 120 credits in each stage. The DipHE programmes consist of two stages, BSc and BA programmes consist of three stages. The GDip is a single stage programme.



DipHE	<ul style="list-style-type: none"> • In brief DipHE applicants need to apply to accredit their professional NMC qualification towards the 120 credits for Stage 1 • Applicants <i>may if they meet the criteria</i> also be able to apply to transfer credits towards the Stage 2 programme credit requirements from free-standing modules studied either at the University of York or at another educational institution • Applicants without a professional NMC qualification should refer to the 'Applicant Guidance Notes for Non-Standard Access to Diploma Pathways' for further information on the application process
BSc or BA	<ul style="list-style-type: none"> • In brief BSc/BA applicants need to apply to accredit prior learning towards the 120 credits of Stage 1 and 120 credits of Stage 2 by evidencing their previous DipHE or Foundation Degree qualification • Applicants <i>may if they meet the criteria</i> also be able to transfer credits towards the Stage 3 programme requirements from free-standing modules studied at the University of York. Modules taken at other educational institutions cannot be transferred into Stage 3 of a BSc/BA.

Guidance for GDip applicants

Generally applicants for our GDip programmes are **not** required to submit an RPCL claim as part of their application as they are not usually requesting to accredit prior learning towards the programme they are applying to (ie a 120-credit single stage programme). GDip applicants are asked to provide evidence of their previous study as part of the admissions process to demonstrate they meet the admissions criteria. Very occasionally if a GDip applicant studied a GDip pathway module on a free-standing basis prior to applying for the GDip pathway they would be required to apply for the credit to be transferred to the GDip through the RPCL process.

Completing the RPCL form

The University of York expects the applicant to collect and present the relevant evidence demonstrating the achievement of learning outcomes to support their claim to RPCL. This will not be carried out by the University.

Section 1: Applicant details

- Enter your name and contact details.
- Note the Department will communicate with you regarding your claim via the email address you provide on this form.
- If you have studied with the Department of Health Sciences before indicate when you undertook the module or programme of study – this is important even if the previous study is not involved in the APCL claim as we need to ensure that your student record is correct and all your study records are linked.
- If your name has changed since your previous study indicate the name that you studied under at that time.

Section 2: Programme details

- If you are unsure which programme of study you intend to apply for, please contact the Student Information Service on 01904 321319.

Section 3: APCL information

- This section lists the criteria against which your RPCL claim will be assessed; please read this information carefully.

Section 4: Prior learning details

- Qualified nursing or midwifery applicants wishing to access a **DipHE pathway** will be required to apply for accreditation for 120 credits at Level 4. As this applies to nurses or midwives who hold a professional but not academically credited qualification, applicants are required to apply to accredit the nurse or midwifery training that led to their professional registration with the NMC.
- Applicants wishing to access a **BSc/BA pathway** will be required to apply for accreditation for 120 credits at Level 4 (Certificate Level / Level C) and 120 credits at Level 5 (Intermediate Level / Level I). Evidence of successful completion of an *appropriate* DipHE or Foundation Degree will be required to evidence the credits to be accredited to the degree.
- If you think that your academic background does not match either of these scenarios please contact the Programme Leader for further advice.
- Applicants also wishing to accredit other free-standing modules towards their award are required to clearly record the module details in this section.

Section 5: Supporting documentation checklist

- Nursing and midwifery applicants should provide their NMC pin number as evidence of their professional qualification.
- If your prior qualification was a professional NMC accredited nursing or midwifery award you are not required to provide an authorised academic transcript and curriculum details as it is recognised that the programme of study will have been validated by the NMC and will have met national standards and learning outcomes. However a copy of your award certificate will need to be supplied to verify the award.
- If your prior qualification was not a professional NMC accredited nursing or midwifery award you are required to provide an authorised academic transcript and curriculum details that outline the modules studied and learning outcomes.
- Applicants wishing to accredit a single module completed at another educational institution towards their proposed DipHE programme are required to provide an authorised academic transcript and module descriptor outlining the learning outcomes for the module.
- Applicants cannot accredit modules completed at another educational institution towards proposed BSc, BA or GDip study.
- If you are applying to accredit a DipHE or Foundation Degree towards your BSc/BA you must supply a copy of your award certificate.
- Applicants can apply to transfer credit from modules taken at the University of York towards all CPD pathways at all levels, if the credit was completed no longer than five years ago.
- Applicants who gained their qualification outside the UK are required to provide a 'Certificate of Equivalence' from NARIC. For further information please refer to NARIC's website www.naric.org.uk.
- If your name has changed since gaining the award your RPCL claim relates to you will be required to provide official name change documentation eg a marriage certificate.
- If the previous learning to be accredited against entire stages (ie Stage 1 or Stages 1 and 2) was gained greater than five years prior to the proposed study additional evidence of continued experience at a relevant level will be required in order to satisfy the Department of its validity. Applicants will be required to provide a current CV and an Essay (refer to the separate guidance for essay submission). Additional free-standing module credits must be within the five year period to be considered.

Submitting your RPL claim form

Once completed the RPCL claim form and supporting evidence should be mailed to:

RPL Administrator
Student Assessment Office
Area 2, Seebohm Rowntree Building
University of York
YO10 5DD

If you require further information or guidance regarding your RPCL claim please contact Alexandra Bostock on 01904 321380 or email dohs-rpl@york.ac.uk.

What happens next?

- We will email you to acknowledge receipt of your claim. This will normally be sent within ten days of receipt of your form. The email will be sent to the email address provided on your form. If further evidence or clarification is required from you this will be requested at this point.
- Your claim will then be passed to the RPL Committee for review. Your claim will be assessed using the five following criteria:
 - *Authenticity* – Is the claim genuine and the achievement clearly your own?
 - *Relevance* – Is the learning demonstrated by the evidence relevant to the target programme of study?
 - *Validity* – Does the evidence support the claim? Is it relevant to the learning outcomes for the area and are the achievements demonstrated through the evidence at an appropriate level?
 - *Sufficiency* – Is there sufficient evidence to support the claim?
 - *Currency* – Is the learning current and if not is there evidence of appropriate updating?
- The RPL Committee aim to reach a decision within two working weeks from the date on which the acknowledgement email is sent to you.
- A letter will be sent to you once a decision has been made advising you of the outcome of your claim.
- If you are successful the CPD admissions administrator will be informed and your application for the programme will be finalised. The CPD admission administrator will confirm enrolment arrangements with you.
- If you are unsuccessful you will be advised of the reasons for the decision, and where appropriate given an indication of any further evidence which might be required to come to a final decision.
- Applicants may raise a complaint about the RPL process, but do not have a right of appeal against a decision on whether or not they should receive credit.

Glossary

Term	Definition
Accreditation	Awarding of credit for prior learning achievements
Credit	Each module is worth a specified number of credits. Credit is the value assigned to a module in terms of student workload, regardless of any weighting the module may be given in the calculation of the degree result or of the module's level of academic difficulty. Credit is associated with a notional student workload with one credit representing 10 hours' work by a student; thus a standard 20-credit module represents 200 hours' work and so forth. Note that credit values in countries outside the United Kingdom may vary from this workload definition.
Credit Level	The module credit level indicates the module's relative intellectual demand, complexity and depth of learning and of learner autonomy. <ul style="list-style-type: none"> • Level 4 / Certificate (C) Level / Stage 1 of an undergraduate degree • Level 5 / Intermediate (I) Level / Stage 2 of an undergraduate degree • Level 6 / Honours (H) Level / Stage 3 of an undergraduate degree • Level 7 / Masters (M) Level / postgraduate level
CPD	Continuing Professional Development
Learning outcomes	Descriptors of the knowledge, understanding and skills a student should be able to demonstrate following the study of a module. (Programme specifications are available from the relevant department or the Academic Support Office in the Registry http://www.york.ac.uk/admin/aso/teach/progspecs/).
Module	A module is an individual component of a degree programme eg 'Evidence-Based Practice' or 'Challenging Behaviour'. There are two different types of module in our department: <ul style="list-style-type: none"> • <i>Compulsory module</i>: a module required for the programme • <i>Optional module</i>: a module chosen by the student from a prescribed list of modules within the programme
Programme	A recognised professional or accredited university course (called a 'programme of study' at the University of York. A programme of study is the set of modules studied for the award of a named degree eg BSc in Health and Social Care Practice.
Stage	A 'stage' is equivalent to a year's full-time undergraduate study and usually comprises of 120 credits.
Student workload	A student's workload consists of all of the work associated with the modules taken, including teaching (ie lectures, seminars, tutorials, workshops and practical work), private study, work required during vacations (eg dissertations, projects), and assessment (ie preparation of assessed coursework, preparation for examinations, and examinations).