

# **CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING**

**ACA-CTRPL-106**

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## **Recognition of Prior Learning (RPL)**

### **Introduction**

This Credit Transfer and Recognition of Prior Learning policy has been designed to provide NCIUL staff with information regarding general rules and regulations for recognition of prior learning and credit transfer. Staff should however use this policy in conjunction with the Institutional Regulations for Validated awards which contains the overarching principles and regulations from which this policy is derived.

Available here:

<https://www.nciul.ac.uk/wp-content/uploads/2018/04/Institutional-Academic-Regulations.pdf>

### **1. Definition**

1.1 NCIUL promotes the Recognition of Prior Learning (RPL) as a means of recognising prior learning within taught programmes, whenever possible, according to an admitted student's individual situation and the currency and general comparability of their prior learning, taking into consideration the learning outcomes involved.

1.2 Recognition of Prior Learning (RPL) comprises certified, uncertified and experiential learning.

1.3 Students may apply for recognition of prior learning by emailing a Recognition of Prior Learning Form (see Annex I) to the Student Office.

1.4 Decisions concerning RPL are dealt with by the Accreditation of Prior Learning (APL) group. Members of the APL group are the nominated Admissions Tutors for each Faculty and the relevant programme leader. They will be responsible for assessing whether RPL is acceptable and at which extent. The APL group will be convened at least twice a year in December and August and only if Recognition of Prior Learning Forms (see Annex I) have been submitted to the Student Office.

1.5 Certified prior learning can be defined as the achievement of learning that has been formally assessed and certificated from previous study with a higher education organisation.

1.6 Experiential prior learning is the non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which is capable of being evaluated.

## 2. Principles

2.1 When referring to RPL at NCIUL, it is the achievement of learning, or outcomes of the learning, and not just the experience of the activities that is being recognised. In all cases evidence must be presented to NCIUL that such learning has taken place.

2.2 Evidence for acceptance of RPL should demonstrate that the learner has a reasonable expectation of satisfactorily completing the programme for which they are applying. The minimum RPL credit claim that will be considered is 10 credits.

2.3 Students will not be admitted to any programme with prior learning if they already hold a degree in the same subject.

2.4 Admissions Tutors are responsible for deciding whether to admit a student with recognition of their prior learning and the relevant entry point into the programme, on the recommendation of the Programme Leader.

2.5 Prior learning will not normally be accepted if five or more years have elapsed since it occurred unless the applicant can provide evidence that their learning has continued in a professional or similar context. In such cases the Faculty may choose to set an assessment to test an applicant's current knowledge.

2.6 A student may be awarded credit for prior learning (certified, experiential or uncertified), towards the requirements of a named award up to two thirds of the total credit requirements for that award. Two-thirds of RPL is only permitted for full, three-year bachelor's degrees (360 credits) or full Masters degrees (a minimum of 180 credits) and not sub-awards, where the usual maximum is 50%.

2.7 Credit for prior learning (certified, experiential or uncertified) is not allowed at the final stage (credit level 6) of a Bachelor's Degree, the thesis/dissertation module of a bachelor's degree where the student is required 120 credits to gain the award, or for the thesis/dissertation module on a Master's programme. Two-thirds of RPL is only permitted for full, three-year bachelor's degrees (360 credits) or full Masters degrees (a minimum of 180 credits) and not sub-awards, where the usual maximum is 50%.

2.8 The RPL policy allows for candidates to enter stage 2 or stage 3 of an undergraduate qualification on the basis of completion of an appropriate certificated qualification from a recognised UK HE programme of study.

2.9 NCIUL works within the parameters set by The Open University in its application of RPL: for further information please refer to the Institutional Regulations for OU

Validated Awards, Section 22, available at <http://nciul.ac.uk/catalogues-prospect-institutional-regulations-validated-awards-ou/>.

### 3. Credit Transfer

3.1 In some cases, students may request that previous studies are recognised towards an NCIUL certification. This is called credit transfer, and may be applied if a student has:

- completed part of a degree
- completed a professional or vocational qualification listed on the Ofqual register
- completed an HNC or HND
- studied at a university overseas
- completed other study as listed by NARIC

3.2 If students believe they are eligible for credit transfer, they must apply for it before registering for a NCIUL/OU qualification. In order to apply, they must submit a credit transfer form (see Annex 2). This submission is completely free, but it may require some time. Usually, this process takes up to 6 weeks, so students should allow plenty of time in advance to be sure to be able to meet the start date for their programme. Previous studies may be used for credit transfer.

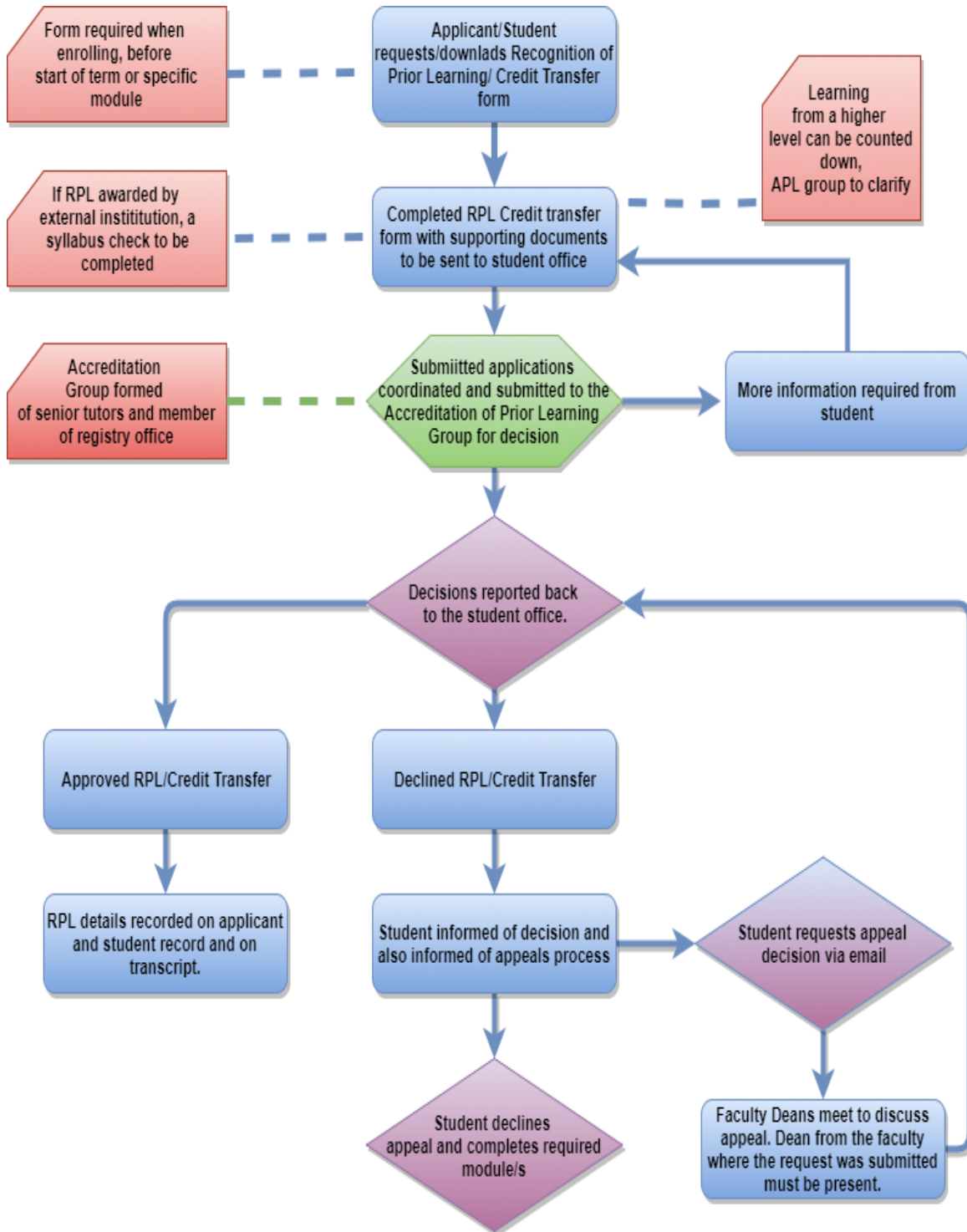
3.3 For the assessment of international credits, students are referred to NARIC (National Academic Recognition Information Centre) who will officially recognise and personally assess how many credits you may have recognised towards your new qualification. For more information visit <http://www.naric.org.uk>.

3.4 In order for NCIUL to consider credit transfer requests, students will be asked to submit by email to the Student Office several documents as supporting evidence:

- credit transfer request form (see Annex 2);
- evidence of previous study in the form of an academic transcript and/or certificates, signed or stamped by the registry department of the previous institution. This evidence must be the original document: photocopies will not be accepted;
- a report from NARIC if asking for credit from international qualifications;
- for some qualifications, students will also need to provide syllabus information, in form of a photocopy, to provide a detailed description of the subjects covered in each module;
- where previous studies were completed overseas, an official translation of the documents submitted. Photocopies will not be accepted;

- if the student's name changed after completion of previous study, evidence of this will be needed (originals or photocopied marriage certificates, deed poll documents or statutory declarations witnessed by a solicitor).

**Process Flow**



## Annex 1. Recognition of Prior Learning

Applicants are advised to contact the relevant Admissions Tutor/Programme Leader before completing the form.

### Section A – for completion by Applicant

<b>1.Applicant Name:</b>		<b>2.Contact Details:</b>	
<b>3.Course Title:</b>		<b>4.Faculty/School:</b>	
<b>5.Location of intended study:</b>			
<b>6. Course Entry Requirements:</b>			

<b>7: Alternative Entry qualifications/experience (normally within last 5 years):</b>	
<b>Experience:</b>	
<b>Training/Qualifications:</b>	
<b>Other:</b>	
<b>Additional comments to support application:</b>	
<b>8. Supporting evidence:</b>	

<b>9.Applicant's Signature:</b>		<b>10.Date:</b>	
<b>11.Date Form submitted to Student Admissions/IO Admissions: (For completion by NCIUL Staff)</b>			



**Section B – for completion by Admissions Tutor**

**1.Evidence of equivalency between Programme Entry Requirements and Alternative Entry qualifications/experience:**

<b>2.Name of Academic Assessor:</b>		<b>3.Job Title/Role:</b>	
<b>4.Signature:</b>		<b>5.Date:</b>	
<b>6. Application recommended for approval to APL group?</b>		Yes / No	

**Section C – for completion by Faculty staff**

<b>1.Chair of APL group:</b>		<b>2.Date of meeting:</b>	
<b>3.Chair signature:</b>		<b>4.Application approved by APL group?</b>	Yes / No
<b>4a. If No, please state the reason(s) below:</b>			

**Please return your completed Application Form and supporting evidence to:**

**NCIUL Admissions Office**

Tel: +44 (0)203 846 1730

[studentoffice@nciul.ac.uk](mailto:studentoffice@nciul.ac.uk)



## Annex 2. Credit Transfer Request Form

Please complete this form if you have previously studied at higher education level elsewhere and would like to transfer credits from that study to an OU qualification.

**Please provide the following details about yourself:**

<b>1. Title (Mr/ Mrs/ Ms/ Miss/ Dr, etc)</b>	
<b>2. First name(s)</b>	<b>The name on your student record must match the name on the evidence of your previous study. If your name has changed please make sure that you also provide a deed poll, marriage certificate or statutory declaration as evidence that both names correspond to the same person.</b>
<b>3. Surname or family name</b>	
<b>4. Address</b>	<b>The address you will provide here should be your main residence. If not stated otherwise, we will send all correspondence to this address</b>
<b>5. Postcode</b>	
<b>6. Main Telephone number</b>	
<b>7. Main Telephone number</b>	
<b>8. Email address:</b>	<b>The email address you will provide here will be used to inform you of the application result as soon as we have assessed your personal situation.</b>

**2. Please tell us about what you would like to study with us**

<b>2.1 Which NCIUL qualification would you like us to assess your credit transfer towards?</b>	You can apply to have your previous study assessed towards up to three NCIUL qualifications.
1.  2.  3.	
<b>2.2 When are you thinking of starting your studies with us?</b>	
	Please choose a starting date. This information can be changed any time before registration.

**3. Please tell us about your previous study**

If you have more than one previous qualification, please print and complete a second copy of this section and include it with your application.

<b>3.1 Which country did you study in?</b>	
<b>3.2 Where did you complete your study?</b>	Please provide the name of the university, college, professional body or other institution with which you completed your study.
<b>3.3 Was the study awarded by another institution?</b>	Sometimes qualifications are studied with one organisation but awarded by another known as the 'awarding body'.
<b>3.4 When did you study?</b>	Please be as precise as you can. If you are not sure of the exact dates of your study please tell us the year, or month and year, of your studies.
Start date:	
End date:	
<b>3.5 What is the title of the qualification you were studying towards?</b>	
<b>3.6 Was you study full time or part time?</b>	Please circle one, two or all of the



<b>Full time / Part time</b>	<b>boxes in this section that apply to your study</b>
<b>3.6 a) Face to face or distance learning</b>	
<b>Face to Face / Distance</b>	
<b>3.7 Did you complete your study?</b>	<b>Did you complete your qualification? Please answer 'yes' or 'no'. If you didn't complete your study please confirm what proportion of the qualification you completed. If you were awarded any exemptions from your study on the basis of prior qualifications or experience please answer 'yes' to this question.</b>
<b>Yes:</b>  <b>No:</b>	
<b>3.8 Were you exempted from any study?</b>	<b>Please provide details of why the exemption was awarded. If the exemption was awarded for a qualification previously obtained please provide any evidence of this qualification that you have available.</b>

**4. Please tell us about the evidence you have been able to provide**

You must provide evidence in support of your application. This must take the form of original hardcopy documents. Photocopied or scanned documents are not accepted.

<p><b>Academic transcript</b>  <b>4.1 Have you enclosed an academic transcript? Please circle</b></p>	<p>This will list the modules or subjects you studied and the marks you gained. It should be stamped or signed by the registry of your previous institution and be on letter headed paper. It is also sometimes referred to as: an academic record; a diploma supplement; a statement of learning; a record of achievement; notification of results; a summary of results; a credit certificate; a notification of performance or a record of education and training.</p>
<p><b>Yes                    Go to 4.3</b></p> <p><b>No                      Go to 4.2</b></p> <p><b>No – not available Go to 4.4</b></p> <p><b>No – I didn't complete the full qualification. Go to 4.4</b></p>	<p>If you cannot obtain an academic transcript the amount of credit transfer, what we can award you is likely to be significantly reduced. Before making your application, you should contact your previous institution to request a formal transcript.</p>
<p><b>4.2 If you cannot provide an academic transcript please confirm that you have contacted your previous institution and that they are unable to provide a transcript.</b></p> <p><b>Yes / No</b></p>	<p>It is helpful if you can provide your certificate but, in most cases, we should be able to process your application without it. If you cannot provide a transcript we may be able to award some credit transfer on the basis of your certificate although this is likely to be less than would be awarded if a transcript was provided. If you do not provide a transcript OR a certificate we will be unable to consider your application for credit transfer.</p>
<p><b>Certificate</b></p>	
<p><b>4.3 Have you enclosed your certificate?</b></p>	



<p><b>Yes</b> Go to 4.4</p> <p><b>No – not available</b> Go to 4.4</p> <p><b>No – I didn't complete the full qualification. Go to 4.4</b></p>	
<b>Syllabus</b>	
<p><b>4.4 Have you provided syllabus information?</b></p> <p><b>Yes,                    Go to 5</b></p> <p><b>No                      Go to 4.5</b></p>	
<p><b>4.5 Please confirm that you have contacted your previous institution and looked online and syllabus information is not available for your studies.</b></p> <p><b>Yes /No</b></p>	<p><b>Syllabus information is usually given out to you when you start your studies. It can often be found in the course handbook.</b></p> <p><b>If you haven't kept that information you can sometimes find syllabus information online by looking up the modules or module codes you completed. Please note though that the information must be relevant to the version of the module you studied and if that module has been changed since you may not be able to find the correct information online.</b></p> <p><b>You can also try contacting your previous institution who may be able to provide this information.</b></p>

#### 4. Declaration

Please sign below to confirm the following:	
<p><b>I have read and understood the Credit Transfer factsheet or essential information notes for my chosen NCIUL qualification</b></p> <p><b>I give you permission to make any enquires you need with the institutions listed above (and any associated institutions) if it will help you to assess my application for credit transfer. I give my permission for those institutions to discuss my studies listed above with NCIUL.</b></p> <p><b>I have provided the original evidence required in support of my application as outlined above. I understand that photocopied evidence is not accepted.</b></p> <p><b>I have provided evidence of any change of name since I completed my previous studies</b></p>	
Signed _____	Date _____

***You must provide original hardcopy evidence with your application. Applications sent with photocopied evidence will be returned unprocessed.***

Completed applications and supporting evidence should be sent by email to [studentoffice@nciul.ac.uk](mailto:studentoffice@nciul.ac.uk).



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