

## Recognition of Prior Learning (RPL) Policy

### 1. Purpose and Scope

This policy outlines SCL International College's approach to recognising the prior learning experiences of students. Recognition of prior learning (RPL) allows students to be exempted from certain parts of their chosen academic programme by acknowledging their equivalent prior learning and attainment.

### 2. Definition

Recognition of Prior Learning (RPL): A method of evaluating a student's relevant previous learning experiences to determine if they align with the learning outcomes of the desired module or course, thereby granting exemptions within their academic programme at SCL International College.

### 3. Principles

**Equity and Access:** Every student has the right to request an evaluation of their prior learning for potential exemptions within their academic programme.

**Transparency:** The RPL evaluation process will be transparent, well-documented, and accessible to all students.

**Consistency:** RPL decisions will be consistently applied across various departments and faculties within the college.

### 4. Process for RPL Application

**Submission:** Students must submit an RPL application form, alongside relevant evidence of their prior learning. This might include transcripts, course syllabi, assessment results, and sample works.

**Assessment:** The Academic Manager or designated faculty member will review the evidence against the specific learning outcomes of the module for which an exemption is sought.

**Outcome:** Decisions may include:

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- Full exemption from the module: If the student's prior learning aligns completely with the learning outcomes.
- No exemption: If the student's prior learning does not match the required outcomes.

Notification: Students will be officially informed of the decision in writing.

## 5. Limits on RPL

RPL can be claimed against the programme entry requirements and students can request RPL against entire modules; however, RPL for individual assessments within a module is not permitted.

RPL module exemptions cannot exceed 50% of the total credits for a given programme.

## 6. Appeals

Should students disagree with the RPL decision, they may appeal to the Academic Director. This appeal must be lodged within 14 days from the decision notification date, elucidating the reasons for the appeal.

## 7. Record-Keeping

All RPL applications, evidence, and decisions will be archived in the student's academic record.

## 8. Responsibilities

**Students:** Responsible for initiating the RPL process, providing genuine and verifiable evidence, and adhering to deadlines.

**Academic Manager:** Ensures that RPL procedures are consistently applied and that RPL-related information is communicated to both staff and students.

**Faculty Members:** Assess RPL applications and decide based on the evidence submitted.

## 9. Regular Review

The RPL policy will undergo a review every two years to ensure its relevance and efficacy.

Last Reviewed: June 2023 by Paul Clarke and Gary Speirs

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