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GBS Recognition of Prior Learning Policy

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Related GBS policies
<ul style="list-style-type: none"> ▪ GBS Data Protection Policy ▪ GBS Equality and Diversity Policy ▪ GBS Freedom of Speech Policy ▪ GBS Student Charter ▪ GBS Student Code of Conduct
External Reference Points
<ol style="list-style-type: none"> 1. Information Commissioner’s Office, Accessed online at: https://ico.org.uk/ 2. UK Public General Acts, <i>Data Protection Act 2018</i>, Accessed online at: https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted 3. Pearson Education Ltd, <i>Example of the Process for Recognition of Prior Learning</i>, Accessed online: https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html

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Global Banking School Recognition of Prior Learning Policy

1. Policy Statement

1.1 Global Banking School (GBS) Recruitment and Admissions Policy and Procedure allows for entry to the Pearson HND Business programme through (a) relevant work experience as an approved entry requirement, and (b) for advanced standing where a prospective student has studied and passed units on the Pearson HND Business programme.

1.2 In accordance with Pearson guidelines, Recognition of Prior Learning (RPL) is about using a learner's evidence of earlier learning and achievement towards part of a qualification. An assessor will review whether the evidence is enough to show that a learner has met the assessment requirements for a current qualification. The learner will need to show that through knowledge, understanding or skills they already have, they do not need to repeat the course or complete extra assessment activity.

2. Purpose

2.1 To provide a policy and procedures for the RPL taking into account the requirements of the QAA UK Quality Code and guidelines issued by Pearson BTEC for the HND Business programme.

3. QAA UK Quality Code for Higher Education

3.1 The QAA UK Quality Code for Higher Education Advice and Guidance: Assessment (<https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment>) provides the following guidance on the recognition of prior learning:

3.1.1 *Information on opportunities for the recognition of prior learning (RPL) is readily accessible to potential applicants, and guidance and support in applying for RPL is provided.*

3.1.2 *Regulations and requirements in relation to RPL are clear and explicit. They include:*

- reference to minimum and maximum limits on the award of credit or exemption through RPL
- whether and how RPL will be graded
- how credit and exemptions will be used for the purposes of progression and for the award and classification of qualifications
- processes for investigating allegations of fraudulent applications for RPL

– processes for considering appeals against RPL decisions.

3.2 Where RPL meets the requirements for learning outcomes for the relevant part of the course, it is consistent with national reference points.

4. Pearson Edexcel Guidelines

4.1 Pearson Edexcel give an approved Centre delegated authority to admit students within stated guidelines. Student are admitted with either formal academic qualifications and/or relevant work experience. In addition, recognition or prior learning can also be granted for advanced standing by an approved Centre. Pearson stated approach to the recognition of prior learning and attainment is given as follows:

4.1.1 *Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether students can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess, and so do not need to develop through a course of learning.*

4.1.2 *Pearson encourages centres to recognise students' previous achievements and experiences whether at work, home or at leisure, as well as in the classroom. RPL provides a route for the recognition of the achievements resulting from continuous learning. RPL enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be valid and reliable.¹*

5. Categories of prior learning

5.1 For the purposes of this policy and procedure GBS identifies two different categories for the recognition of prior learning. These are:

1. Admission with work experience
2. Admission with advanced standing

5.2 Admissions and work experience

¹ For further guidance please refer to Pearson Higher Nationals in Business Specification, first teaching from September 2017, Issue 1 Accessed online:
(https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf).

5.2.1 Admission with work 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 Pearson HND Business programme. Prospective students who wish to have their work experience considered for full or part entry to the HND Business programme are required to complete a form in which information concerning their work experience must be given.

5.2.2 The Head of Admissions in consultation with the HND 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. The application for admission through work experience form asks prospective students for the following information:

- Employment history
- Work experience reference
- Work experience information about management, financial and marketing work experience
- Other relevant work experience information

5.2.3 This information, together with the references must be assessed by the Head of Admissions and HND Programme Leader and then approved by the Associate Dean before an offer of a place on the HND Business programme can be made.

5.2.4 Prospective students may not be offered a place on the HND Business programme based on relevant work experience without completing the work experience form and the reference being received.

5.3 Admission with advanced standing

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

5.3.2 To be granted admission with advanced standing the student must produce certificated evidence that he or she has studied and passed one or more Pearson HND Business units elsewhere.

5.3.3 Admission with advanced standing may only be granted if the HND Business unit(s) have been studied and passed within the past three years. The Head of Admissions and HND Programme Leader must ensure that the student completes the Admission with Advanced Standing Form and has certificated evidence of the student having passed the unit(s).

5.3.4 Once all this information has been gathered, approval for advanced standing against specified units of the HND Business programme must be approved and signed on the Admission with Advanced Standing Form by the Associate Dean. Only when this has been done may the prospective student be informed of the decision over admission by advanced standing.

6. Monitoring and Review

6.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy, please contact asgo@globalbanking.ac.uk.

7. Data Protection and Confidentiality

7.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

8. Alternative Format

8.1 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:** Welfare Management Team
- **Position:** Welfare Officer/Manager
- **Email:** welfare@globalbanking.ac.uk

APPENDIX A: Example of the RPL Process

Please note the below Recognition of Prior Learning Process example has been taken directly from Pearson and can be accessed online at:

<https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>

Centre preparation

- Check that you have staff with expertise to support and assure the RPL process

Stage 1: Awareness, information and guidance

- Before enrolling the learner, discuss with them the option of using RPL to claim units for some of their past learning or experience. If the learner is interested in this, you should explain to them:
 - The process of claiming a unit using RPL.
 - The support and guidance that is available.
 - How long the process will take, how to appeal and any costs included.
- You should check that the evidence provided by the learner for RPL has been achieved before the start of their course of study.

Stage 2: Pre assessment, gathering evidence and giving information

- Register your learner as soon as they officially start to gather evidence.
- To help the learner in gathering evidence you could create an assessment plan or tracking document.
- The evidence gathered needs to meet the standards of the unit, or part of a unit, that the evidence is being used for. Evidence from a learners past experience could include:
 - Home or family life
 - Non certificated education or learning
 - Paid work
 - Community or voluntary work.

Stage 3: Assessing and documenting evidence

Assessing

- **Tell your Standards Verifier/External Examiner, before any monitoring activity starts, if you have applied RPL** for any particular units or learners. Your Standards Verifier/External Examiner may include these in their sample.
- A learner's past achievement that would show evidence of up-to-date knowledge, understanding and skills varies between industries. It depends on the range of their experience, technological changes and the nature of the outcome claimed. The assessor may ask questions or ask a learner to show them skills, to check that their understanding and skills are current.
- The assessment strategy, where stated, for each qualification must also be followed.
- Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgements about a learners past learning and experience in relation to unit standards. The assessor may look at:
 - Work experience records, validated by managers.
 - Past portfolios of evidence or essays made by the learner.
 - Reports validated as being the learner's own unaided work.
 - Expert witness testimonies.
 - Professional discussions.
 - New assignment briefs or tasks that have been created to fill any gaps in the learner's work.
- Standards Verifiers or External Examiners are not required to give feedback on an assignment brief or task if you choose to set one.
- Evaluate all the evidence using the learning outcomes and assessment criteria from the qualification or unit being claimed. In assessing a unit using RPL the assessor must be satisfied that the evidence from the learner meets the standard for all of the learning outcomes and assessment criteria.
- If we have published assessment or grading criteria, you should review the evidence against all of the criteria.
- **If you find gaps in the learners work** through RPL, **then you will need to use more assessment methods to create enough evidence** to be able to award the learning outcome for the whole unit.

Documenting evidence

- Keep records of assessment against prior learning and make sure these are available for verification.
- Evidence collected through the RPL process needs to be assessed and verified through the same quality assurance procedures that your centre uses for any other internal assessment methods.

Stage 4: Outcomes of the RPL process

- Once you've checked a learner's evidence and made an assessment decision, it is important that feedback is given to the learner including the assessment decision and what options are available to the learner if you have decided not to award the unit or qualification.
- You should check that the learner understands how they can appeal if they do not agree with the assessment decision.
- If the learner wants to make a complaint they can do so using our [Pearson Qualifications Website](#)
- If the learner can show that they have met all the learning outcomes and assessment criteria using RPL they will be able to claim for the unit or qualification.
- If we identify that all unit requirements have not been met, we will:
 - ask you to provide more evidence, or
 - ask the learner to complete the standard assessment requirements if they want to achieve the qualification.

Stage 5: Claiming certificates

- You can claim certificates once the quality assurance processes have been successfully completed using the standard procedures.
- After certification you need to keep the assessment and internal verification records, along with any extra RPL records for three years.

Stage 6: Appeals

- If a learner wants to appeal against a decision made about their assessment they first need to follow your centre's policy and procedures and then our [Enquiries and Appeals about Pearson vocational qualifications policy](#).