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## **GBS Recognition of Prior Learning Policy and Procedure**

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#### Related GBS policies

- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy - Students
- GBS Student Disciplinary Policy and Procedure
- GBS Support to Study Policy
- GBS Student Charter
- GBS Student Code of Conduct
- GBS Privacy Policy
- GBS Extenuating Circumstances Policy
- GBS Social Media Policy
- GBS Student Protection Plan
- GBS Student Engagement and Attendance Policy
- GBS ICT Policy
- GBS Reasonable Adjustment Policy
- GBS Mental Health and Well-Being Policy
- GBS Induction Policy
- GBS Student Terms and Conditions

## External Reference Points

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. Pearson Education Ltd, *Example of the Process for Recognition of Prior Learning*, Accessed online: <https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>

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## **GBS Recognition of Prior Learning Policy and Procedure**

### **1. Purpose**

- 1.1. The purpose of this policy is to set out the principles of Recognition of Prior Learning at Global Banking School (GBS). GBS recognises that learning takes place in many different contexts. Through this policy, we can formally recognise prior learning, supporting our vision to change lives through education.

### **2. Scope**

- 2.1. This policy applies to all students undertaking taught programmes at levels 3-7 delivered by GBS.

### **3. What is Recognition of Prior Learning?**

- 3.1. Recognition of Prior Learning (RPL) is the process whereby students are awarded credit for part of their chosen programme of study by recognition of prior comparable learning and attainment. Prior learning can be either certificated or experiential. In the case of prior certificated learning, RPL awards credit for learning that has been formally assessed and certificated by another higher education provider. Credit can only be awarded in this case if a full degree has not been awarded by the alternative higher education provider. In the case of prior experiential learning, RPL awards credit for learning through experience such as employment, voluntary work or through life experience and which has not been previously certificated.

### **4. How much recognition of prior learning can be claimed?**

- 4.1. Credit can be awarded through RPL for modules that comprise the first three quarters of a 4-year undergraduate programme, with foundation programme or two thirds of a level 7 postgraduate programme, in part or in full. Credit can be awarded for individual modules (and only for whole modules) or for an entire level of study. RPL can also only be claimed if modules meet the programme specific requirements/pre-requisites which will be assessed by Associate Deans.

### **5. What is the process?**

- 5.1. All requests for RPL are considered on an individual basis.

- 5.2. Appropriate reference to applications for RPL are included in the programme offer letter statements.

## **6. RPL application process**

- 6.1. If an applicant wishes to make a claim for RPL, they must do so during the application process and prior to enrolment/registration.
- 6.2. Applications for RPL should be made to the Head of UK Admissions via [admissions@globalbanking.ac.uk](mailto:admissions@globalbanking.ac.uk) together with supporting evidence.
- 6.3. The relevant Associate Dean carries out and documents the assessment of the application for RPL. The evidence is assessed to determine whether it:
- provides sufficient proof of achievement against the specific modules for which RPL is being claimed (that is, the evidence submitted meets the learning outcomes for the module(s));
  - is authentic and the work of the student;
  - details current and relevant knowledge and skills on the part of the student.
- The prior certificated or experiential learning must be no more than five years old.
- 6.4. The Associate Dean confirms the outcome of the RPL assessment to the Head of UK Admissions.
- 6.5. Where award of credit is to be made, the Head of UK Admissions reports the outcome of the RPL assessment to the relevant Assessment Board, so that credit can be awarded.
- 6.6. The RPL procedure must be completed before the student registers for a programme or starts the part of the programme for which RPL has been claimed, as appropriate.
- 6.7. Any RPL applications for validated or franchise programmes must follow the awarding body's policy and procedure (where applicable) and applicants will be advised on this prior to submitting information for assessment.

## **7. RPL Application Review and Conditions**

- 7.1. The Head of UK Admissions will review all RPL applications to ensure consistent decision making.
- 7.2. Appeals against decisions taken on applications for RPL will be treated in the same way as those for other admissions applications, the process for which is set out in the GBS Admissions Policy.
- 7.3. This policy does not apply when an applicant has already achieved an HNC/HND award at GBS for which a clear progression agreement is already in place.

## **8. Monitoring and Review**

- 8.1. 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 [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk) .

## **9. Data Protection and Confidentiality**

- 9.1. 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).

## **10. Alternative Format**

- 10.1. 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 the Academic Standards and Quality Office at [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk)