



ARTS UNIVERSITY BOURNEMOUTH

Recognition of Prior Learning (RPL) Policy

(Last reviewed March 2024)

1. Introduction

Recognition of Prior Learning (RPL) is the process whereby applicants formally apply for exemptions from some elements of their chosen course through demonstration of their skills, knowledge and achievements through their certificated or experiential learning. The award of RPL is a recognition by AUB of the meeting of similar learning outcomes prior to their study at the University.

The Arts University Bournemouth is committed to the provision of a working and learning environment founded on dignity, respect and equity where unfair discrimination of any kind is treated with the utmost seriousness. It has developed and implemented an EDI Action Plan to guide its work in this area. All the University's policies and practices are designed to meet the principles of dignity, respect and fairness, and take account of the commitments set out in the EDI Action Plan. This policy has been subject to an Equality Impact Assessment to ensure consideration with regard to the provisions of the Equality Act 2010.

This Policy outlines the parameters within which RPL can be awarded and the process in which it is applied for.

2. Roles and responsibilities

- 2.1 This policy is owned by the Admissions Manager and is reviewed annually. Changes to this policy are approved by Academic Board.
- 2.2 The Admissions team are responsible for ensuring that the associated procedures are carried out in line with this policy.
- 2.3 Decisions made to award exemption from some elements of a course of study are made by the Course Leader. In the most complex cases, a final judgement will be made by the University Secretary.
- 2.4 Applicants are responsible for providing complete and appropriate supporting evidence and documentation for any RPL claim. The Admissions team are responsible for providing advice and guidance to applicants in this respect.

3. RPL Principles

- 3.1 AUB welcomes applications for RPL from applicants who have already undertaken similar study, or relevant work experience elsewhere and whom wish to utilise that prior learning/experience in pursuit of a course of study at AUB.
- 3.2 In accordance with its duties and responsibilities under the [Equality Act \(2010\)](#), AUB is committed to promoting inclusion, equality of access and educational opportunity for students that may identify as having a protected characteristic as outlined in the Act.
- 3.3 Further to 3.2, this Policy and associated procedures are designed to facilitate applicants from a wide range of backgrounds being able to continue their studies at AUB through the award of exemptions for relevant learning, skills and knowledge gained elsewhere.

4. Applications for RPL

4.1 Applications for RPL are made alongside an application for a place of study on a chosen course and before enrolling as an AUB student.

4.2 Applications for RPL should be made through the RPL application form (insert links) and supplemented with all of the required supporting evidence. The evidence required to accurately assess the suitability of awarding RPL is described as follows:

Recognition of Prior Certificated Learning (RPCL)

- A transcript of study showing grades obtained and modules studied
- A certificate (if applicable)
- A copy of the mark scheme used by previous institution of study or diploma supplement
- A programme handbook (if applicable)
- Translated versions of these documents if they are not in the medium of English.
- All documents must be originals or verified copies of originals

Recognition of Prior Experiential Learning (RPEL)

- Evidence of experience gained from paid employment, industry training or other relevant professional activities that demonstrate the outcomes of learning required for the grant of exemptions.
- A detailed statement of how the learning outcomes have been met through these activities.
- Confirmation from an employer or training provider of these activities having been completed, including references.

4.3 Applications for RPL are reviewed by the Admissions team, and where all of the required evidence has been provided, will be sent to the Course Leader for review. The outcome of this review will be communicated to applicants through email.

4.4 In assessing applications for RPL, Course Leaders will review the documentary evidence supplied against the stated learning outcomes of the units of the course that exemption through the award of RPL, is being sought from.

5. RPL Parameters

5.1 The Maximum amount of RPEL that can be awarded to applicants varies by the level of the course:

Course of study level	Total number of credits	Maximum possible number of credits gained through RPL
Undergraduate	360	240
Postgraduate	180	60

5.2 RPL will **normally** only be granted based on learning (certificated or experiential) that has been completed within 5 years of the start of the course commencement. In exceptional circumstances where applicants are able to satisfactorily demonstrate that they have continued this learning in an academic or professional setting over a longer period of time, RPL may be granted.

5.3 Applications for RPL based on certificated learning must demonstrate that the accredited learning that has taken place is at the same level and has a similar number of credits to, the elements of the course that exemptions are being sought for.

5.4 Courses of study that are accredited by professional bodies may not be able to offer any exemptions for elements of their course based on RPL.

- 5.5 RPL can only be granted once for the certificated or experiential learning that has been used in the assessment of an RPL application. This ensures that exemptions are not 'double counted', where exemptions for one completed course of study are then used again for another course at the same, or lower, level of study.