

# Recognition of Prior Learning (RPL) Policy

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**LONDON CAMPUS  
OF HIGHER STUDIES**

Document Title	London Campus Of Higher Studies
Document Owner	HR Department
Approved By	Management Committee
Date Approved	02 October 2023
Date of Review	02 October 2024
Document Version	1.1

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

### **1. Purpose and Objectives of RPL at LCHS:**

The Recognition of Prior Learning (RPL) policy at LCHS aims to formally acknowledge the knowledge, skills, and competencies individuals have gained through non-traditional learning experiences. These may include professional work, volunteer activities, self-directed study, or other informal educational opportunities.

#### **The main objectives of the RPL process are to:**

- Provide academic credit for prior learning, allowing students to advance more quickly through their programs.
- Eliminate redundant learning, saving time and reducing educational costs.
- Broaden access to higher education for individuals with substantial experiential learning but limited formal qualifications.

### **2. Eligibility Criteria:**

#### **To be eligible for RPL at LCHS, applicants must meet the following criteria:**

- **Relevance of Prior Learning:** The applicant's prior learning or experience must be relevant to the learning outcomes of the program or course they are seeking credit for.
- **Minimum Experience:** Applicants must demonstrate a specific duration of relevant experience, depending on the program level. For example, diploma applicants may need at least 2 years of experience, while degree applicants may require 3 to 5 years. The minimum experience may not require where students enrolling into level 2 diploma or short training courses or certification where stated.
- **Alignment with Learning Outcomes:** Applicants must show that their prior learning meets the specific competencies and outcomes of the course(s) for which they are seeking credit.

### **3. Types of Evidence Required:**

Applicants must provide substantial evidence to support their RPL application. Acceptable forms of evidence include:

- **Work Portfolios:** Examples of professional or volunteer work, such as reports, projects, or creative outputs.
- **Employer Testimonials:** Written statements from employers or supervisors confirming the applicant's roles, responsibilities, and skills.
- **Professional Certifications:** Documentation of accredited and non-accredited certifications, training courses, workshops, or online courses that contribute to the applicant's knowledge.
- **Self-Reflection Reports:** Written narratives where applicants reflect on their learning experiences and explain how they align with the program's requirements.
- **Skills Assessments:** Results from prior evaluations or tests that show proficiency in relevant areas.

**All evidence must be well-organized, clearly presented, and directly linked to the program's learning outcomes.**

### **4. Assessment and Review Process:**

The RPL assessment process at LCHS is thorough and transparent, conducted by qualified academic staff. The steps include:

- **Application Submission:** Applicants submit an RPL application form with supporting documentation to the admissions department.
- **Preliminary Review:** The admissions dept reviews the application to determine if the evidence meets the program's learning outcomes. Additional information may be requested if needed.
- **Formal Assessment:** A subject expert assesses the evidence, which may involve interviews, practical demonstrations, or oral presentations to verify competencies.
- **Outcome Notification:** Applicants are informed of the results, including the amount of credit awarded and any remaining program requirements. If RPL is denied, detailed feedback will be provided.

## 5. Credit Awarding and Academic Pathways:

Successful RPL applicants receive academic credit for the relevant course(s) or module(s), reducing the total number of courses required to complete their qualification. The amount of credit awarded depends on:

- The degree of alignment between prior learning and the program's learning outcomes.
- The program's structure and credit requirements.
- Any exemptions or credit transfer that are acceptable with awarding body and university will be considered according to their set criteria respectively.

While RPL can shorten the time to graduation, students must still meet the minimum credit requirements for their qualification. The admissions dept will assist students in integrating awarded credits into their academic plans.

## 6. Appeal and Review Process:

Applicants dissatisfied with the RPL assessment outcome can appeal by:

- Submitting a Formal Appeal: A written appeal must be submitted within 10 working days, outlining the reasons for disagreement and providing additional evidence if necessary.
- Appeal Panel Review: An impartial panel will review the appeal, reassess the evidence, and make a final decision.
- Final Decision: The applicant will receive a written outcome. If the appeal is upheld, the RPL assessment will be revised. If denied, the original decision will stand, and alternative pathways will be **suggested**.

## 7. Limitations of RPL:

- Credit Caps: RPL credit is limited to maximum credits allowed by the university or awarding body for a qualification. LCHS credits subjects to maximum 50% credits for the total credits required.
- Program-Specific Restrictions: Some programs, especially in specialized fields like healthcare or engineering, may have additional RPL restrictions.

- Timing of Applications: RPL applications must be submitted before or during the first semester or before the start of the program. Retroactive RPL is not allowed.

## 8. Benefits of RPL at LCHS:

The RPL policy at LCHS provides several benefits, including:

- Customized Learning Paths: Students can personalize their academic journey by leveraging prior learning.
- Cost and Time Efficiency: RPL reduces tuition expenses and accelerates program completion.
- Increased Accessibility: RPL offers higher education opportunities for individuals with significant experience but limited formal qualifications.
- Career Growth: Formal recognition of prior learning can enhance career prospects and professional advancement.

**For further details or assistance, students are encouraged to refer to the LCHS RPL guidelines on the college website or contact the admin office directly.**

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02 October 2024	02 October 2024