



Policy:	Recognition of Prior Learning Policy
Date of approval:	March 2026
Effective date:	April 2026
Next review date:	March 2027

1. Purpose

Kingsford Education Group (KEG) is committed to recognising the value of prior learning and experience in supporting access, progression, and student success.

The purpose of this policy is to establish a fair, transparent, and robust framework for the recognition of prior learning, enabling applicants and students to receive appropriate credit towards their programme of study.

This policy aims to enable applicants to receive credit through mapping of prior learning to programme learning outcomes, ensure that RPL processes are equitable, valid, and reliable, recognise both certificated and experiential learning, reduce unnecessary duplication of learning, and enhance the overall student experience.

2. Scope

This policy applies to all applicants and students at Kingsford Education Group (KEG) who wish to claim recognition of prior learning.

It applies to all programmes and modules where RPL is permitted under awarding body regulations.

The policy covers both recognition of prior certificated learning and recognition of prior experiential learning.

3. Definitions

- Recognition of Prior Learning (RPL) is the process of recognising previous learning, whether certificated or experiential, for the purpose of awarding credit or facilitating entry onto a programme.
- Recognition of Prior Certificated Learning refers to formal learning that has been previously assessed and awarded by an accredited institution.
- Recognition of Prior Experiential Learning refers to learning gained through work, life experience, or informal study that has not been formally assessed but can be evidenced and mapped to learning outcomes.
- RPL for admission refers to the use of prior learning to meet entry requirements for a programme.
- RPL for credit refers to the award of academic credit for prior learning that is equivalent to specific modules or units within a programme.

4. Principles

KEG will ensure that RPL processes are fair, transparent, consistent, and aligned with awarding body requirements.

- RPL decisions will be based on evidence that demonstrates achievement of relevant learning outcomes at the appropriate level.
- The integrity of academic standards will be maintained at all times.
- RPL will not disadvantage students or compromise the quality of awards.
- All eligible applicants and students will be informed of the availability of RPL opportunities.

5. Eligibility and Requirements

Applications for RPL should normally be made prior to the commencement of a programme but may be considered during the programme provided that the relevant module has not yet been started.

- The minimum claim for RPL is normally equivalent to one module.
- Learning presented for RPL should be current, relevant, and normally completed within the last five years, unless the subject area supports longer validity.
- Applicants must meet all awarding body requirements for RPL.
- RPL credit will not normally attract grades and will not contribute to overall classification.

6. Roles and Responsibilities

Personal Tutors are responsible for identifying potential RPL candidates and providing initial guidance.

Admissions staff are responsible for supporting prospective applicants prior to enrolment.

Programme Leaders are responsible for assessing RPL claims and ensuring academic standards are maintained.

Module Leaders may support assessment where subject-specific expertise is required.

Assessment and Progression Boards are responsible for reviewing and approving RPL decisions.

Quality Assurance teams are responsible for monitoring the effectiveness and consistency of RPL processes.

7. Application Process

Applicants or students interested in RPL should seek advice from a Personal Tutor or Admissions team.

An initial discussion will take place to determine whether an RPL application is appropriate. Applicants will be informed of the requirements, expectations, and potential complexity of the process.

8. Portfolio Development

Applicants are required to submit a portfolio of evidence demonstrating prior learning.

- The portfolio must clearly demonstrate how prior learning meets the learning outcomes of the relevant module or unit.
- Applications must be descriptive, clearly outlining the context of learning, detailed in explaining what has been learned and how it has been applied, and supported by valid and relevant evidence.
- Evidence may include certificates, transcripts, work-based documentation, reports, publications, or other appropriate materials.
- Applicants must map their learning to each relevant learning outcome.

9. Assessment of RPL

RPL applications will be formally assessed by the Programme Leader or delegated academic staff. Assessment will evaluate the relevance, level, currency, and sufficiency of evidence.

Where necessary, applicants may be required to attend an interview or complete an assessment task to validate their claims.

Additional evidence may be requested where required.

10. Approval and Recording

RPL decisions will be reported to and approved by the Assessment and Progression Board.

- In exceptional cases, decisions may be approved through Chair's action where immediate confirmation is required.
- All RPL decisions will be recorded accurately and retained in accordance with institutional requirements.
- Records will normally be retained for a minimum of three years following certification.

11. External Quality Assurance

RPL processes and evidence will be subject to external quality assurance by awarding bodies where applicable.

KEG will ensure compliance with awarding body requirements and standards.

12. Academic Appeals

Students have the right to appeal against RPL decisions.

Appeals will be handled in accordance with the KEG Academic Appeals Policy.

13. Monitoring and Review

The use and effectiveness of RPL will be monitored through quality assurance processes.

Data on RPL applications and outcomes will be reviewed to ensure consistency and fairness.

The policy will be reviewed regularly to ensure alignment with awarding body requirements and best practice.