

# **RECOGNITION OF PRIOR LEARNING PROTOCOL**

1. The University of Law's Recognition of Prior Learning Policy has been informed by the Quality Assurance Agency's Quality Code for Higher Education, specifically the Advice and Guidance on Assessment. The QAA's Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This protocol sits under the Recognition of Prior Learning Policy and should therefore be read in conjunction with the policy.

## **Introduction**

2. The protocol sets out the expectations, key aims and principles, and procedural approach and will apply where a student has made an application for Recognition of Prior Learning (RPL).

## **Responsibility for this protocol**

3. Ultimate responsibility for the development of clear and effective processes and procedures associate with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

## **Expectation**

4. The University of Law (the University) has in place effective processes and guidance for the administration and consideration of RPL applications.

## **Procedural approach**

### **5. Eligibility to make an application**

#### 5.1. Applications for RPL may come from:

- Pending offer students.
- Current accepted offer students.
- Current attending students.
- Previous exemption award students who wish to obtain an award from the University.
- LPC applicants who have completed either Stage 1 or Stage 2 at a different provider and wish to complete their LPC qualification to comply with the Solicitors Regulation Authority's Vocational Stage Regulations.

These are hereafter referred to as the “**Student**”.

- 5.2. Students are unable to make an application for RPL in relation to any module(s), the study of which they have already commenced.

## **6. The application**

- 6.1. If a Student wishes to submit an enquiry in relation to an application for RPL, they may do so either to Admissions/ or the Eligibility Team direct. The Eligibility Manager will liaise with all parties to ensure that the appropriate reply is sent to the Student.
- 6.2. The Student will then be provided with a copy of the RPL application form and information including the website links to the Policy and Protocol regarding the application fee.
- 6.3. A Student must read the RPL Policy and Protocol prior to submitting any application in order to ensure that correct information and documentation is supplied.
- 6.4. A student wishing to make an application for RPL must complete an application form, attaching any supporting documents and evidence of payment and return by email to the Eligibility Team at [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk). If a Student wishes to submit the application by post they should do so to the following address:
- Eligibility Manager  
The University of Law  
14 Store Street  
Bloomsbury  
London  
WC1E 7DE
- 6.5. Claims and supporting evidence must be provided in English (with any translations authenticated). It is the responsibility of the Student to arrange any translation and/or supporting verification required by the University. All documents should be provided by the Student in a timely manner.
- 6.6. The Eligibility Manager will check the Student’s application to ensure that all relevant information and supporting documentation has been included before it is submitted for decision. A Student may be asked for further information or supporting documentation which will be requested by way of email.
- 6.7. Resubmission of a claim with additional supporting evidence is considered as a new claim. A Student is allowed one resubmission only.

## 7. The Panel

- 7.1. The RPL Panel (the Panel) is a pool of senior staff of the University who will, individually, consider applications and make recommendations to the Academic Registrar.
- 7.2. The application is referred to a member of the Panel who will consider the application in accordance with the requirements set out in the RPL Policy. The Panel member will assess the Student's qualifications and experience obtained to date before recommending any grant of credit in recognition of that prior learning. This assessment is informed by evidence provided by the Student. It is the Student's responsibility to ensure that all required materials and supporting evidence accompany any claim and that any additional evidence is provided on request.
- 7.3. Each application must be considered using the following criteria:
  - 7.3.1. 'Acceptability' – is there an appropriate match between the evidence presented and the learning claimed?
  - 7.3.2. 'Sufficiency' – is there sufficient evidence to demonstrate the achievement of the learning claimed?
  - 7.3.3. 'Authenticity' – is the evidence clearly related to the applicants' own efforts and achievements?
  - 7.3.4. 'Currency' – does evidence relate to current learning within the provisions of the Recognition of Prior Learning Policy?
- 7.4. The Panel member may consult the relevant Programme Director and may seek additional advice, including externally (e.g. of the awarding body concerned, or of any Professional Statutory Regulatory Body ("PSRB")). The University may request that the Student sits an additional assessment to test knowledge and/or invite the Student to attend for interview at the Student's expense.
- 7.5. Although not a member of the Panel, the Eligibility Manager will be available to offer further information and provide administrative support, such as collating information on applications for Panel Members.
- 7.6. The Panel member may accept up to a maximum of 50% of prior credit towards an award in respect to the University's Law Courses. For the University's Business Courses, the Panel may accept up to a maximum of 66% of prior credit towards an award.

- 7.7. The Academic Registrar or Panel member will advise the Eligibility Manager, in writing, of the award of credit, detailing the nature, level and amount of credit awarded.
- 7.8. Within 7 working days receipt of the Outcome Form, the Eligibility Manager will notify the student of the Panel's decision.
- 7.9. If successful in their application for RPL, the Student must accept the decision in writing to [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk) Any offer of credit on the basis of RPL remains valid for a period of six (6) months and then lapses unless accepted in writing by the Student.
- 7.10. The Student's file will then be archived and destroyed within 5 years

## **8. Applications from International Students – Tier 4**

- 8.1. A Tier 4 visa cannot be granted if a Student is successful in an application for RPL. Students requiring a Tier 4 visa who wish to make an application for RPL should contact the eligibility team at [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk) for further information.

## **9. Panel Guidance**

- 9.1. Where credit has previously been awarded by a UK Higher Education degree-awarding body in accordance with the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ), evidence of that learning normally includes: the credit rating and the content of the learning in the previous academic modules and/or programme (for example via a programme specification and module descriptors), and a transcript of subjects studied with outcomes attained.
- 9.2. Where learning has previously been undertaken at higher education level but has not led to the award of credit or qualification within the FHEQ, evidence of that learning normally includes: a description of the learning (for example via a programme specification and/or module descriptor), and a transcript of subjects studied with outcomes attained.
- 9.3. BPTC to LPC
- 9.3.1. Students who have completed a BVC or BPTC can apply for RPL for individual modules.

- 9.3.2. Students wishing to make an application under this clause must do so within five (5) years of completing the BPTC/BVC, i.e. the date of results publication of that programme.
  - 9.3.3. Students who make an application after 5 years of completing the BPTC/BVC must be able to provide evidence of current employment within the legal profession and evidence that their legal knowledge is current and up to date. The University may require a reference in order to progress the application. Provided sufficient evidence is provided, the University may still grant the Student's application.
  - 9.3.4. Students making an application under this clause should attach a copy of their BVC/BPTC Transcript and current CV in support of their application.
- 9.4. CILEx
- 9.4.1. CILex qualifications at FHEQ Level 6 are not equivalent to Master's level and therefore RPL would not be awarded in relation to the University's postgraduate programmes. Students would need to provide satisfactory evidence of additional learning at Master's level following the study of the CILeX modules.
- 9.5. Qualifications from Professional Bodies/Organisations
- 9.5.1. Any application relating to qualifications from PSRBs must comply with the criteria level within the University's RPL Policy.
- 9.6. Equivalent Means Applications to SRA
- 9.6.1. Where learning has been undertaken and an application for Equivalent Means has been made to the Solicitors Regulation Authority (SRA), the application for RPL cannot be considered until the outcome of the Equivalent Means application is received from the SRA and provided to the Panel.
- 9.7. Application for RPL through previous work experience
- 9.7.1. Where learning has been undertaken through experience and practice outside a formal learning environment, including the workplace, it will be more difficult for the Student to provide the necessary evidence. The University must be able to assess the learning and match it to the relevant module and/or programme outcomes. Evidence may include: a description of the learning achieved; information relating to where, how

and when the learning took place and how it was measured; and independent verification to support the Student's claim.

9.8. Students who wish to complete their LPC studies at the University

- 9.8.1. Where a Student has completed Stage 2 with another institution and wishes to complete Stage 1 of the LPC at the University, an application in accordance with this protocol may be made.
- 9.8.2. Where a student has completed Stage 1 of the LPC with a previous institution and wishes to complete Stage 2 of the LPC at the University, the Student should not make an application under this protocol. Instead, an application for an exemption should be made.

### Version history

Version	Amended by	Revision summary	Date
V1.0			March 2018
V1.1	Senior Quality Officer	Change to the document coding convention	March 2020