POLICY 014

RECOGNITION OF PRIOR LEARNING

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Policy 014: Recognition of Prior Learning

1. PURPOSE

1.1 This Policy outlines ACM's approach to considering and reviewing applications from prospects for Recognition of Prior Learning (RPL), in a fair and equitable manner. This includes accredited/ certificated prior learning, and experiential prior learning.

1.2 This policy addresses the transfer of credit at the appropriate FHEQ level from within or outside ACM, the accreditation of other forms of certificated learning, and the accreditation of experiential or work-based learning undertaken by a student prior to the commencement of their ACM programme of study.

1.3 This Policy has been created in line with the academic regulations of ACM's validating partner, Middlesex University.

2. POLICY DETAILS

2.1 In all cases of Recognition of Prior Learning, responsibility rests with the applicant for making a claim to have acquired knowledge and skill and for supporting the claim with appropriate evidence. However, assistance will normally be given in preparing an application for the accreditation of prior learning.

2.2 The learning derived from experience (i.e. not via an accredited course) must be able to be identified in order to be assessed.

2.3 Prior learning is identified through systematic reflection on experience, the writing of clear statements about what was actually learned and the collection and collation of evidence to support those statements. Evidence of this may include:

- Published articles or manuscripts;
- A portfolio of professional work (such as a show reel, records, etc.);
- Awards and other forms of recognition;
- References from colleagues, employees, voluntary organisations or professional bodies.2.4 Where it is proposed to allow entry with specific credit, the methods of assessment must be such that the judgement made can be overseen by Assessment Boards. Where the prior credit is sufficient to gain entry to Level 6 appropriate External Examiner oversight must be sought either through the awarding organisations Assessment Boards or through the University approval process.
  2.5 The maximum credit that may be awarded towards a qualification on the basis of prior learning is two-thirds of the credit value of the whole qualification, e.g. 240 credits out of a 360-credit Bachelor degree.
  2.6 Prior accredited or experiential learning which is evidenced will be reviewed

in line with the learning outcomes and overall requirements of the programme to which the applicant has applied.

2.7 In cases of RPL where the applicant wishes to commence study part-way through a programme (e.g. at Level 5), an initial review of the application will be carried out by ACM, before submitting the application and review information to Middlesex University. In these cases, the final decision on admission will be made by Middlesex University.

2.8 Other factors which may be considered as part of deciding whether to grant specific credit include:

- The grades by which the prior credits were passed, along with any other detail available from the transcript of study
- Any academic reference or personal statement accompanying the application to study
- Any articulation or progression arrangement existing between the institution from which the credit was gained, and the ACM's partner university for the ACM programme in questionApplicants must also meet the usual entry requirements for the programme they propose to study.
  2.9 Any applicant wishing to appeal a decision regarding Recognition of Prior Learning should refer to ACM's Academic Appeals Policy and Procedure.

4. POLICY SCOPE

4.1 This Policy applies to all applicants, and current students wishing to transfer onto another degree programme at ACM.

4.2 This Policy applies to Higher Education applicants to all ACM campuses, applying to study a programme validated by Middlesex University.

5. RELATED POLICIES

- Admissions Policy;
- Student Transfer Policy;
- Academic Appeals.

6. POLICY OWNER

This Policy is under the responsibility of the Academic Board. The responsible committee will ensure the cyclical review of this Policy is carried out under ACM's Quality Assurance Framework.
The Academic Board delegates operational responsibility of this Policy to:

- Admissions Manager;
- Head of Academic Standards;
- Registrar.

7. DEFINITIONS

Recognition of Prior Learning (RPL): Recognition of prior learning is an assessment

process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

This has formerly been known as Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL).

8. EXHIBITS/APPENDICES/FORMS

The Recognition of Prior Learning form can be found in Appendix A below. This is also available upon request from the Admissions department (admissions@acm.ac.uk).

9. SUPPORTING INFORMATION

There is no further supporting information in relation to this Policy.

10. DOCUMENT HISTORY AND NEXT REVIEW

Version: 2.1

Approved on: 15 Sep 2022
Approved by: Academic Board
Date of next review: August 2023

APPENDIX A: RPL FORM

REQUEST FOR RECOGNITION OF SPECIFIC CREDIT FOR PRIOR CERTIFICATED *or* EXPERIENTIAL LEARNING (RPL)

Please submit this form with your request for accreditation. Credit will only be formally conferred once it has been granted by the Chair of the APQC. NB: applicants should have a minimum grade average equivalent to 2:2-50%-MDX grade 12. Further guidance on the process of claiming accreditation of prior and experiential learning can be found here.

Student Name: **ACM Student ID Number:** **Title of Middlesex programme applied for:** BA(Hons) Music Industry Practice; **Partner name (if applicable):** Academy of Contemporary Music (ACM) **Total number of credits being claimed, and FHEQ level:**
Name and address of institution where specific credit has been awarded:
Title of award from previous educational institution (if applicable):
Year of award:
FOR *CERTIFIED* ACCREDITATION APPLICANTS ONLY Use the space below to map your learning credits to modules on the Middlesex programme you wish to study on. The university can, at its discretion, award a maximum of 240 credits at Levels 4 and 5.

Middlesex Module Details	**Comparable Modules**
Module Title: **Module Code:** **Credits:** **FHEQ Level:**	**Module Title:** **Module Code:** **Credits:** **FHEQ Level:**

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Supporting statement (250 words maximum):	

FOR *EXPERIENTIAL* ACCREDITATION APPLICANTS ONLY

The criteria for evaluation of the experiential learning you have evidenced will be based on:

- Acceptability – is the evidence valid and reliable?
- Sufficiency and breadth – is the achievement of the claimed learning fully demonstrated?
- Authenticity – is the evidence clearly the achievement of the applicant? ● Currency – is the learning current, or if not is there evidence of updating? Normally, it is assumed that if the applicant completed the experiential learning more than five years ago the learning will be out of date and no credit can be given. Please consult the APL Policy and the Programme Leader should you require any advice.

Middlesex Module Details	**Experiential Learning Details**

Module Title: Module Code: Credits: FHEQ Level: Learning Outcomes:	Date: Content: Context: Evidence: Learning Outcomes matched:
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Supporting statement (1000 words maximum):

I have reviewed the evidence being submitted and I recommend that this module credit be granted.

Proposed FHEQ entry level and term:

Programme Leader Name:

Programme Leader Signature:

Date:

Chair of APQC Name:

Chair of APQC Signature:

Date: