



IMI Policy for Recognition of Prior Learning (RPL)

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Contents

- 1. Policy for Recognition of Prior Learning 3
- 2. Introduction 3
- 3. Scope 3
- 4. RPL Definition 3
- 5. Policy Regulations..... 4
- 6. IMI Recognition of Prior Learning (RPL) 5
- 7. Guidance for Applicants 5
- 8. Guidance for Academic Advisors 7
- 9. Guidance for RPL Assessors 8
- 10. Approval Process for the Recognition of Prior Learning 10
- 11. Recognition of Prior Learning (RPL) Claim Form..... 11

1. Policy for Recognition of Prior Learning

The Policy for the Recognition of Prior Learning sets out the principles applied for awarding exemptions from aspects of University programmes on the basis of prior learning.

2. Introduction

This policy articulates the arrangements for the management of the Recognition of Prior Learning (RPL) at IMI. It enables IMI to ensure that the principles of RPL are applied consistently across the institution.

3. Scope

RPL enables IMI to endorse the knowledge and skills that students bring with them when they embark on a programme of study. IMI allows students who provide evidence of prior learning exemption from aspects of their academic programme if they can demonstrate their existing knowledge and skills meet the requirements of that programme.

IMI recognises learning that is undertaken outside of, but within the duration of an approved University programme, providing that the relevant Curriculum Framework supports this. All statements within this policy relating to 'prior learning' will apply equally to this type of learning.

4. RPL Definition

Recognition of Prior Certificated Learning (RPCL)

Previously-awarded credit for HE level learning which has been formally assessed and/or accredited may be used towards the credit requirements of an IMI award. Evidence to support an RPCL claim may include a formal certificate, transcript of results and/or evidence of assessment from a University, College or Professional Body.

Recognition of Prior Experiential Learning (RPEL)

Informal learning gained from experience can be assessed to provide credit towards an IMI award. This learning may have been undertaken in a range of contexts including paid and voluntary work, and The Policy for the Recognition of Prior Learning sets out the principles applied for awarding exemptions from aspects of University programmes on the basis of prior learning individual activities and interests.

Credit awarded for RPCL can be defined as:

Specific: The prior learning corresponds directly to the syllabus and learning outcomes of the relevant Manchester Met provision;

General: The prior learning does not correspond to a particular IMI unit of study but reflects the learning outcomes of elements of the programme.

5. Policy Regulations

This policy is concerned solely with individual claims for RPL. It does not apply in the following circumstances:

- Where students are to be exempted from parts of an IMI programme through an approved Articulation Arrangement, the University's Policy and Procedures for Articulation will apply.
- Where applicants who do not satisfy standard entry requirements are requesting entry to the start of an IMI course the Recruitment and Admissions Policy will apply.
- Where students have previously undertaken, but not completed an IMI programme and wish to recommence at the start of the same, or a different programme, the UIMI Recruitment and Admissions Policy will apply.

The RPL cannot be used to gain an IMI Met award in its entirety. At least 50% of the credits required for conferment of the target award must be studied as part of an approved programme of study.

All RPL claims are considered on the basis of the match of learning outcomes, curriculum content, level of study and credit value of the prior learning against that of the relevant IMI provision. Consideration of RPL claims is a matter of academic judgment, although claimants are normally required to demonstrate a match of at least 70% of the relevant learning outcomes.

RPL may be claimed against:

- a specific whole unit;
- multiple whole units;
- a combination of one whole level plus one whole unit;
- a combination of one whole level plus multiple whole units.

Claims cannot be made against part of a unit and RPL will only be approved against current units within a programme of study.

Credit awarded through successful RPL claims, can only be awarded once and cannot be double-counted. Under no circumstances are students permitted to count the same RPL credit towards two or more awards at the same level.

RPL may not be claimed against supervised independent study units including the Diplom Thesis, dissertation and/or projects.

RPL is not appropriate for every programme/unit offered by IMI. Programmes/units may prohibit the use of RPL due to Professional, Statutory and/or Regulatory Body requirements or where an award is validated on the basis of requiring all students to be assessed for the full award.

Claims for the Recognition of Prior Certificated Learning (RPCL) are only considered if the prior learning was undertaken at the same level as, or at a higher level than the relevant IMI provision.

The amount of prior credit achieved through RPCL must be equal to, or greater than the credit value of the relevant IMI provision for which exemption is being sought.

The responsibility for making an RPL claim rests with the student.

6. IMI Recognition of Prior Learning (RPL)

IMI allows students who provide evidence of prior learning exemption from aspects of their academic programme if they can demonstrate their existing knowledge and skills meet its requirements. The University's Policy for the Recognition of Prior Learning outlines the sets out the principles for recognising prior learning, articulates the thresholds for the amount and types of learning that can be recognised, and provides an overview of the process for managing the recognition of prior learning. The following guidance is targeted for each of the main stakeholders.

7. Guidance for Applicants

If students are considering submitting a claim for Recognition of Prior Learning (RPL) students should read through IMI's Policy for RPL to ensure they understand the purpose and requirements of the process.

The RPL process is completely separate from IMI's Admissions process and students should only submit an RPL claim if they have already received an offer of a place on an IMI programme. If students have not yet applied for admission to IMI, he/she must do this first by following IMI's application procedures.

Students will need to identify whether an RPL claim is appropriate. To identify whether an RPL claim is appropriate, students should find out about the content and structure of the IMI programme they are enrolling on, to see if it corresponds to the prior learning undertaken. Students can get this information from the Academic Dean, Deputy Dean, or Programme Leader. If students do not have their contact details, they need to approach the Admissions Office for assistance.

In considering whether or not to submit an RPL claim, students should make sure they are aware of the maximum amount of credit from which may be exempted. For most IMI programmes this is 50% of the award students are aiming for, so:

- If students are aiming for a programme which is worth 360 credits, they will only be allowed to claim RPL for a maximum of 180 credits
- If students are aiming for a programme worth 180 credits, the maximum amount of RPL you can claim is 90 credits.

Remember that students can only claim RPL against 'taught' units, so they will not be able to make a claim for exemption from the Diplom Thesis or independent study project.

If students decide to submit an RPL claim, IMI will allocate an academic advisor who will have relevant subject/programme expertise and will support students with the claim.

Students should submit a claim using the RPL Claim Form. This form contains all the information that IMI will need to assess your claim. Students should complete sections A, B and C. Section B asks students to provide information about the IMI unit/programme from which they are seeking exemption and Section C asks for evidence of the prior learning students have completed. By completing these sections, students will be showing IMI that they understand how prior learning enables students to meet the Learning Outcomes of the IMI unit/programme. Students must include enough information to show that:

- they have met the Learning Outcomes of the IMI unit/programme;
- the content/topics covered by prior learning matches the IMI unit(s) or is relevant to the IMI programme;
- the level of prior learning is the same as or higher than the level of the IMI unit/programme;
- the value of prior learning is equal to or higher than the value of the IMI unit/programme. (N.B. IMI measures the value of all learning in terms of credits, with each credit being equivalent to 10 hours of student effort);
- prior learning was undertaken recently enough to still be relevant to the IMI unit/programme (N.B. Qualifications more than 5 years old will not normally be accepted and in some cases, such as professionally accredited programmes/units, prior learning will need to have been completed more recently. Students should check this with the academic advisor.);
- the prior learning was undertaken by the student.

All evidence students submit to support the claim must be written in English.

Include all relevant prior learning undertaken on the claim form as IMI cannot consider any prior learning that is omitted, even if it was undertaken at IMI. If students need any help completing the claim form, the academic advisor should be contacted as soon as possible.

Before students submit your claim form, students need:

- fully completed all questions in sections A, B and C of the form
- included all of the relevant evidence to support the claim as required in sections B and C
- clearly labelled and numbered all pieces of supporting evidence and indicated which piece(s) of evidence relate to each section of the form

Students should submit the claim as early as possible so that IMI can assess it and let you know whether the student has been granted exemption or not. This process normally takes around 2 weeks from the date IMI receives the claim (except during closure at summer or Christmas). If the programme/unit students are seeking exemption for starts teaching during this time, students must attend the classes and complete any elements of assessment until they are notified of the outcome of the RPL claim.

Students will receive a letter from IMI indicating whether or not the RPL claim has been approved.

If the RPL claim is approved, the transcript received at the end of the academic programme will indicate which IMI unit(s) have been exempted. At the end of the course, the degree classification will be calculated using only the units that were undertaken at IMI. Any marks received from other institutions for previous learning will not be taken in to account.

8. Guidance for Academic Advisors

All academic advisors should familiarise themselves with IMI's Policy for RPL before supporting students who may wish to make RPL claims.

The role of the academic advisor is to provide detailed advice and guidance to students who may wish to make an RPL claim. In order to undertake this role, you must have relevant subject/programme expertise, knowledge of the appropriate external environment (including any specific Professional, Statutory and/or Regulatory Bodies (PSRB's) requirements) and be familiar with IMI's Policy for RPL.

Advisors should arrange an initial meeting/discussion with any student he or she is supporting at the earliest mutual convenience. At this meeting advisors should discuss the student's prior learning, guiding him/her to:

- review their academic and professional needs;
- ascertain whether appropriate prior learning has taken place;
- identify which parts of the IMI programme provisions align to the prior learning they have undertaken;
- identify appropriate evidence that will support the claim.

For claims involving the Recognition of Prior Experiential Learning (RPEL), advisors should also guide the student to:

- reflect and self-evaluate on the prior experience(s);
- decide how their prior learning might most appropriately be evidenced. This may take the form of a portfolio of evidence including elements such as artefacts, statements from employers/supervisors and/or pieces of written work and should be accompanied by a reflective account written by the student and demonstrating the learning achieved through the experience.

During the discussion advisors will need to ensure that the student understands the requirements of the RPL process, including:

- the difference between the Recognition of Prior Certificated Learning (RPCL) and the Recognition of Prior Experiential Learning (RPEL), and which type(s) of learning their claim might relate to;
- the difference between claiming specific and general credit, and which type their claim might relate to;
- the fact that the evidence to support their claim must demonstrate what they have learnt through their prior learning (not just the fact that they have learnt it) and be submitted in English;
- the thresholds relating to RPL claims;
- how their prior learning will be assessed.

If the student decides to submit an RPL claim, advisors should then:

- support him/her in completing the RPL Claim Form (including further identification of appropriate evidence to support the claim, if necessary);
- discuss the timescales surrounding the submission and assessment of the RPL claim (making it clear to the student that if the unit/programme commences delivery before they are notified of outcome of the claim, he/she must attend and complete any appropriate assessment tasks);

Academic advisors are responsible for raising any specific issues or concerns relating to RPL within the programme/University to the Programme Leader and/or the Chair of the Faculty Academic Quality and Standards Committee.

9. Guidance for RPL Assessors

All RPL Assessors should familiarise themselves with IMI's Policy for RPL before assessing any RPL claims.

In order to undertake the role of RPL Assessor, he or she must have relevant subject/programme expertise, knowledge of the appropriate external environment and be familiar with IMI's Policy for RPL. For programmes with associated Professional, Statutory and/or Regulatory Bodies (PSRB's) you must also hold any relevant qualifications required by the PSRB.

One should never be the only Assessor to consider an RPL claim as IMI requires each claim to be considered by at least two Assessors. This could be as part of a Faculty RPL Committee, a joint consideration between you and the other Assessor(s), or individual assessments by one and the other Assessor(s). However, whilst the assessments are undertaken, assessors should all record the decisions/outcomes on the same RPL Claim Form, submitted by the student.

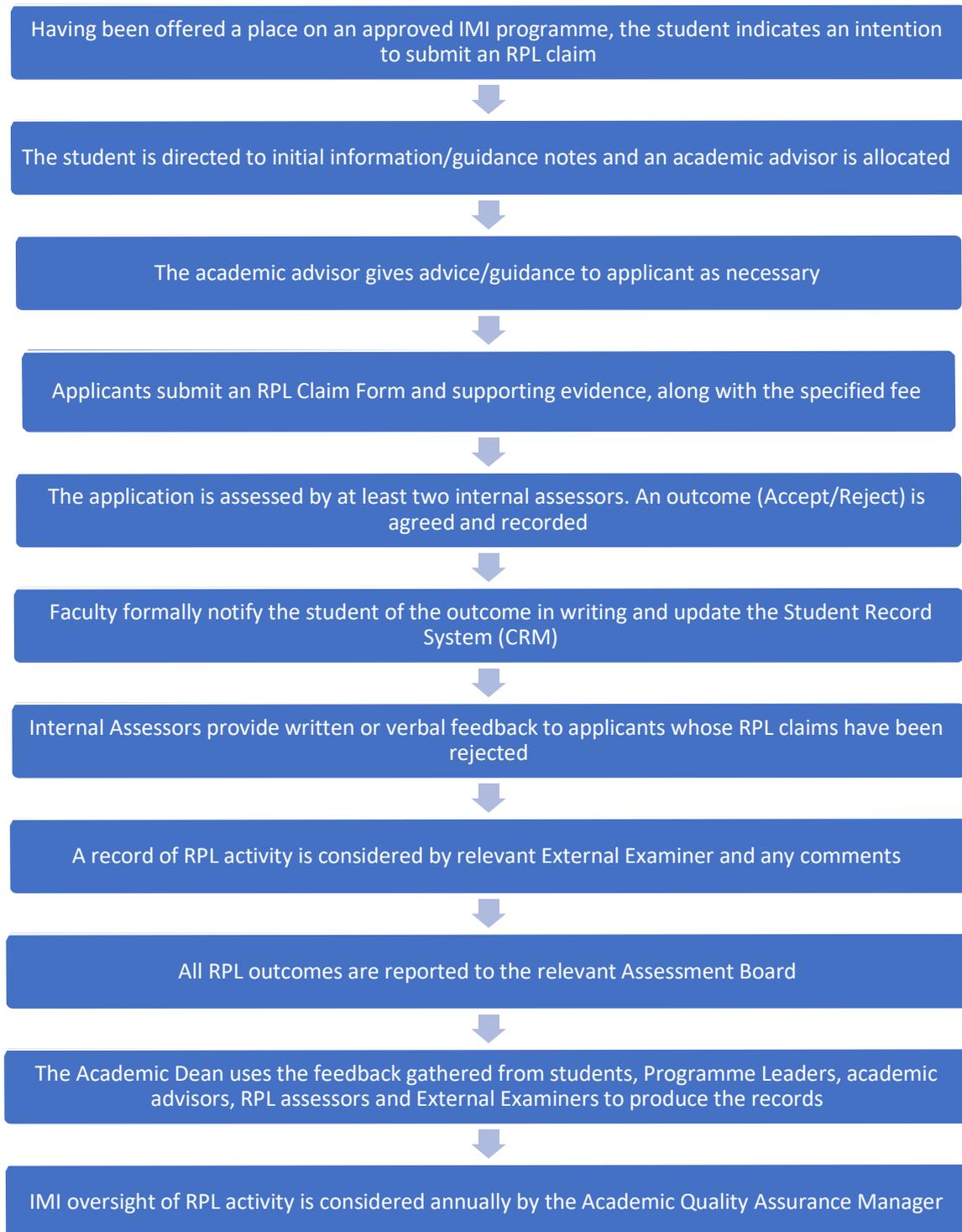
In assessing RPL claims, the Assessor is responsible for:

- considering the claim in terms of whether the content, learning outcomes and student effort involved in the prior learning matches the requirements of the IMI provision for which exemption is being sought, to a sufficient degree that would enable the student to succeed at the highest possible FHEQ level within the programme if the exemption is approved;
- considering whether the amount and level of academic credit requested for exemption by the student is appropriate;
- recommending any remaining core/optional units/levels which the student should complete in order for the target award to be conferred;
- providing details of the basis upon which any claims are rejected;
- recording the decisions and reasons for decisions on the RPL Claim Form (section D and some parts of Section E);
- assessing the RPL claim expediently and ensuring that the relevant parties are informed of the decision(s) made;

- providing appropriate written or verbal feedback to students whose claims are rejected to ensure that the student understands the reason(s) for the rejection and to inform any future RPL claims.

As an RPL assessor assessors are also responsible for raising any specific issues or concerns relating to RPL within the programme to the Programme Leader and/or the Academic Dean.

10. Approval Process for the Recognition of Prior Learning



11. Recognition of Prior Learning (RPL) Claim Form

Section A – Information about the Student (To be completed by the student)

A1	Name				
A2	Address for correspondence				
A3	Telephone Number(s)				
A4	E-mail Address				
A5	Name of academic advisor for RPL				
A6	Faculty				
A7	Student ID Number				
A8	Programme of study for which you are applying for RPL				
A9	Please indicate any other credit previously awarded through RPL (if there is not enough space, please extend the number of boxes and include a FULL list of all credit previously awarded through RPL)	Unit and Programme Title	Unit Code	Level of Study	No. Credits Granted
A10	Faculty to which this application is submitted				
A11	Are you currently enrolled/registered as a student at IMI?	YES/ NO <i>(delete as appropriate)</i>			
	If yes: state the programme of study on which you are registered if different from that for which you are applying for RPL:				
	If no: (a) when do you expect your programme of study to start? <i>(indicate month and year)</i>				
	(b) what is the status of your application for admission? <i>(Delete as appropriate. You should not submit this form until you have received an offer of a place on an IMI programme. If you have not yet applied to IMI, you must do this first.</i>	I have received a conditional* / unconditional* offer of a place and I have accepted the offer firmly * / as an insurance offer <i>*Delete as appropriate</i>			
A12	Student Declaration <i>Submission Checklist Before submitting your RPL claim, please ensure that you have:</i> <input type="checkbox"/> <i>fully completed all questions in sections A, B and C of this form</i> <input type="checkbox"/> <i>included all of the relevant evidence to</i>	I certify that the information I have provided in this form is accurate and I understand that giving false information may constitute a disciplinary offence within the regulations of IMI. Signed: Name in Capitals: Date:			

	<p style="color: red; margin: 0;"><i>support your claim as required in sections B and C</i></p> <p style="color: red; margin: 0;"><input type="checkbox"/> <i>clearly labelled and numbered all pieces of supporting evidence and indicated which piece(s) of evidence relate to each section of the form</i></p>	
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Section B – Information about the IMI Programme/ Units for which you are seeking RPL (to be completed by the student)

Guidance

You will need to provide information about the IMI Programme/Units for which you are seeking RPL in the table below. For each IMI Programme/Unit that you mention in this form, you should attach the relevant Programme/Unit Specification (available from your academic advisor, programme leader, other member of the academic teaching team) as documentary evidence to support your RPL claim. Each specification should be clearly labelled and numbered with the number included in the list below so that it is clear which specification corresponds to each row. Please attach all evidence securely to the back of this form.

IMI Programme/ Unit (s) for which RPL is sought (if there is not enough space, please extend the number of boxes and include a FULL list of the programme/ units for which you are requesting RPL)	Programme /Unit Title (for each IMI Programme/Unit Title you include in this table, you must submit the relevant Programme/Unit Specification with your RPL claim. Each specification should be clearly labelled and numbered, and the number included in the relevant row below. Please attach all evidence securely to the back of this form)	Programme/Unit Code	Learning Outcomes	Level of Study	No. of Credits

Section C – Information about the prior learning you have completed (To be completed by the student)

Guidance

You should complete a separate table for each IMI Programme/Unit that you have referred to in Section B1. You will need to replicate the table by copying and pasting it beneath if you are seeking RPL for more than one IMI programme/Unit.

You will need to provide documentary evidence of each prior learning experience you have had. Each piece of evidence should be clearly labelled and numbered, and the number included in the list below so that it is clear which piece of evidence

relates to each prior learning experience. Please attach all evidence securely to the back of this form.

C1	IMI Programme/ Unit Title to which prior learning relates (from B1 above)					
C2	What prior learning experience have you had? <i>(this may be a formal course of study and/or training, or a practical experience)</i>	What did you learn? <i>(this should be written in the form of a series of learning outcomes to describe what you have learnt from your prior experience. You should ensure that the learning outcomes listed here relate to those in B1. For further guidance contact your RPL academic advisor)</i>	What evidence are you providing to assure IMI that the previous learning experience took place? <i>(all evidence should be clearly labelled and numbered and securely attached to the back of this form)</i>	When did the prior learning take place?	Where did the prior learning take place? <i>(for formal courses of study/training indicate the education institution. For practical experience, indicate the organisation through which the experience took place)</i>	For RPCL claims, indicate the level of study, amount of credit and marks achieved <i>(For learning experiences achieved via formal courses of study/training only. You must provide as evidence an official transcript/letter identifying the level, credit value and grade achieved. Mark sheets are insufficient)</i>

Section D – Assessment of the claim

(To be completed and signed by the members of IMI / Collaborative Partner staff who have considered the claim)

D1	Date application received:	
D2	Date application considered:	
D3	Name of student	
D4	Student ID Number	

D5	IMI Programme against which RPL is sought			
D6	Verification of evidence considered <i>(Indicate how you have verified the evidence eg by assessing a portfolio of learning; through interview; by means of a demonstration of skills; by assessing an exhibition of work; etc.)</i>			
D7	Names and roles of assessors who have considered the claim (N.B. At least two assessors MUST consider each RPL claim)	Name	Role within IMI Programme/Unit	IMI Programme/Units taught
D8	Have the assessors reached a unanimous decision in their assessment of this claim?	YES/ NO <i>(delete as appropriate)</i>		
	If no: What process has been undertaken to reach a decision <i>(N.B. the introduction of a third assessor may be necessary)</i>			
D9	Do the assessors consider that the RPL should be accepted or rejected? <i>(If you are recommending that part of the claim be accepted, and part be rejected, please indicate clearly the IMI Programme/Units for which the RPL claim is being rejected)</i>			
	If the claim is to be rejected: Provide precise details to explain the basis of the rejection. <i>(This information will be used to provide feedback to the</i>			

	<p><i>applicant. Therefore, it is important to ensure that a full explanation is provided)</i></p> <p>Now go to Section D13</p>					
D10	<p>Confirm the IMI Programme/Units for which you are recommending that the RPL claim is accepted (if there is not enough space, please extend the number of boxes and include a FULL list of the programme/ units for which you are recommending that the RPL claim is accepted)</p>	IMI Programme /Unit Title	IMI Programme/Unit Code	Level of Study	No. of credits granted	General/Specific RPL
D11	<p>If the units referred to in D9 constitute the granting of RPL in respect of an entire level of study, please indicate the Programme and level of study.</p>	Manchester Met Programme/Award Title and Programme Code	Level for which RPL is granted	Total No. of credits granted		
D12	Are there any implications regarding:					
	<p>(a) any final award in terms of the degree or other classification (e.g. regulations; calculation of classifications; pre-requisites etc.)</p>					
	<p>(b) professional, statutory or regulatory body recognition</p>					
D13	<p>Recommended Remaining Study (Please indicate the remaining core/optional units/levels that the student should complete in order for the target award to be conferred. This should align to the Curriculum Structure section of the Programme Specification)</p>					
D14	<p>Assessors Declaration</p>	<p>We certify that we have assessed the information included in this RPL claim form, and the associated evidential documentation fairly, and in line with IMI's Policy for the Recognition of Prior Learning. We confirm that the information we have provided in this</p>				

	(Ensure that each member of IMI staff mentioned in Section D6 signs the declaration)	form is accurate, and that the decision recorded in Section D has been reached unanimously.		
		Signed:	Name in capitals:	Date:

Section E – Formal Approval and Administrative Recording
(to be completed by IMI employees)

E1	Date student notified of outcome	
E2	Accepted RPL claims recorded on Student Record System <i>(A member of staff responsible for this Programme/Unit/Student Record should sign here to confirm that they have updated the Student Record System (CRM) with the information contained within this form. Only information relating to Programmes/Units for which the RPL claim is accepted should be input into the Student Record System)</i>	Signed: Name in Capitals: Date:
E3	Date of Assessment Board at which outcome of RPL claim is formally approved and Minute Reference of formal recording. This confirms that relevant External Examiners have had an opportunity to consider and comment upon the fairness and effectiveness of the RPL process	Minute Reference: Date of Assessment Board Meeting:
E4	Noted by Academic Dean <i>(should sign here to confirm that they have been made aware of the outcome of the RPL Claim and to confirm that it will be formally recorded in the Faculty RPL Monitoring Report)</i>	Signed: Name in Capitals: Date: