



Code: QA222

Title: Recognition of Prior Learning (RPL)

Policy and Practice

Date: 24th June 2020

Approval: Academic Standing Committee

1. Purpose

Recognition of Prior Learning (RPL) is a process that allows students to gain admission to a course of study or to gain exemptions from some parts of a course, based on demonstrated learning achieved prior to admission. NUI Galway recognises that knowledge and skills can be acquired from a range of learning experiences, including formal, non-formal and informal. This is in line with the National Framework of Qualifications (NFQ) goals which aim to recognise all learning achievements by supporting the development of alternative pathways to qualifications (or awards) and by facilitating the recognition of prior learning.

This policy document aims to support the development of RPL in NUI Galway by providing a coherent framework and principles which can be used by all academic units to guide them in the operation of RPL within their courses at undergraduate and postgraduate levels. It is designed to ensure consistency and transparency in the application of the principles of RPL throughout the University.

The implementation of this policy approach will be developed over the coming years, and each College of the University will be required to develop its local practices within the overall spirit of University policy. Given the diversity of academic courses and requirements across the university, the policy is as an enabling framework, which may be subject to operational differences from College to College, as course needs dictate.

2. Description

Recognition of Prior Learning (RPL) is an important element of EU policy for widening access to qualifications and supporting lifelong learning. The purpose of RPL is to expand access to educational courses and qualifications for people previously lacking formal qualifications and to reduce the time and cost of courses for people who already possess some of the *knowledge, skills and competences* which a course seeks to develop in learners.

3. Definitions

Recognition of Prior Learning

Prior Learning is learning which has taken place prior to admission to a course. The learning can be certified or experiential.

For the purpose of this policy document the generic term RPL will be used and will incorporate the terms Recognition of Prior *Certified* Learning (RPCL) and Recognition of Prior *Experiential* Learning (RPEL). RPCL and RPEL will be used in this policy document where precise clarification between the two terms is required.

Recognition of Prior *Certified* Learning (RPCL): Where an applicant has already been awarded certification for a formal course taken at another institution or training organisation, this prior learning can be **recognised** and may entitle the applicant to **admission** to a course, **exemptions** from some parts of a course or **advanced academic standing** within a course.

Recognition of Prior *Experiential* Learning (RPEL): This involves recognising learning from experience, i.e. learning which has not previously been academically accredited. In this case, the candidate must prove that the required learning outcomes have been achieved. This proof can then be used to support a claim for **admission** to a course, **exemptions** from some parts of a course or **advanced academic standing** within a course. As a general principle, recognition is given for evidence of **learning**, not for experience *per se*.

Learning Routes

Prior Learning may have been acquired through **formal, non-formal or informal¹ routes**. For the purposes of this policy document these learning routes are defined as follows:

Formal learning is course-based learning which takes place in an organised formal way. It is specifically designated as learning, with specific course content, learning objectives, stated duration for the course and learning support. It typically leads to certification.

Non-formal learning is intentional from the learner's point of view. It takes place through planned, organised learning activities but typically does not receive certification. Examples of non-formal learning are: learning and training activities undertaken in the workplace, voluntary sector or trade union and in community-based settings.

Informal learning is not organised or structured (in terms of objectives, time or learning support). Informal learning is in most cases unintentional from the learner's point of view. It takes place through life and work experience – and is sometimes referred to as experiential learning. It typically does not lead to certification.

Learning Outcomes

For RPL, the learning outcomes refers to learner's knowledge, understanding, skills and/or competences - what the learner knows and can do to the required standard as a result of prior learning.

¹ These definitions are widely accepted by EU, OECD, Cedefop, NCVA, HETAC, FETAC, etc.

Types of Recognition

Specific Recognition is granted where the learning outcomes achieved are deemed equivalent to the learning outcomes of a specific course module

General Recognition is granted when prior learning is not directly relevant, but is deemed equivalent in level and credit weighting to modules in the proposed course of study.

4. Policy Principles

The following principles will apply to the implementation of RPL within the University.

- Through the recognition of prior learning, the University aims to take account of the inherent academic value of relevant learning, irrespective of mode or place of learning.
- RPL recognises learning which has occurred before admission to a course or to the relevant stage of a course.
- The University will ensure that academic standards comparable to those attained on courses by traditional mode will be maintained and applied throughout the RPL process.
- Participation in the RPL process is voluntary for applicants.
- RPL will be facilitated by the University, where possible in the context of the overall structure and requirements for particular courses of study, and will be at the discretion of individual College policies.
- In seeking recognition under RPL, prior learning must be evidenced in writing or through what ever medium is appropriate to the particular learning outcomes and authenticated at the appropriate level(s).
- Time limits may be applied in assessing/evaluating the currency of prior learning.
- Recognition will normally be given:
 - For complete modules only;
 - Where all of the learning outcomes of a module have been achieved;
 - Up to a maximum of 50% of the total credits for an academic course;

Candidates will normally be allowed exemption for entire modules only, not parts of them. Exceptions may be made when the module is composed of clearly distinguishable and distinct parts, for example theory + practicals.

- **Prior certified learning** may entitle the candidate to exemptions on a course, but will not count for course credits.

- **Recognition for prior experiential (non-certified) learning** may be awarded on the basis of demonstrated learning which shows that a candidate has achieved specified learning outcomes for the course.

Whilst every effort will be made to facilitate recognition of prior learning, it may not always be possible to grant such recognition in the case of certain degree courses, or course elements, for which an applicant is seeking exemption. Certain courses of study at NUI Galway are constructed according to specific course requirements where particular course elements (especially experiential learning elements) cannot be treated in isolation from the rest of the course of academic study. This may include courses where external professional accreditation is being sought. In these cases, overall learning outcomes can only be successfully achieved and properly evaluated through an integrated course of study, where experiential elements are undertaken within the context of the prescribed academic course structure. In these instances, the RPL process may not be feasible and Colleges will advise accordingly.

- Processes and practices for RPL will be clearly stated and documented and available to all potential applicants.
- In the RPL process candidates will demonstrate the appropriate academic level of learning as determined by the academic unit involved.
- During assessment for RPL, candidates must demonstrate that they understand the theory as well as the practical learning elements of a module.
- The University will ensure that the RPL process shall be consistent, fair and transparent. It will be conducted within a reasonable timeframe for each applicant.

5. The Practice

Presentation of Learning for Evaluation: The Learning Portfolio

Responsibility for submitting claims for the recognition of prior learning rests with individual applicants. Applicants will normally review the RPL application documentation for details of the steps involved. Where required the prospective applicant may contact the Course Director for further clarification on course content.

The mechanism proposed by the University for the presentation of learning is that of the **Learning Portfolio** in which the applicant presents evidence of learning. Each Learning Portfolio will be accompanied by an **RPL Application Form**.

(A) Prior Certified Learning

In the Certified Learning Portfolio, evidence of learning will be presented by the applicant in the form of official transcripts of results and formal syllabi accompanied by relevant support documents.

(B) Prior Experiential Learning

In the Experiential Learning Portfolio, the applicant will present evidence of learning, arranged to demonstrate the achievement of learning outcomes of the relevant module. Where experiential learning is concerned a number of methods can be used to demonstrate the achievement of learning outcomes.

These may include: written evidence, a formal presentation, an interview, performance of set tasks or combinations of these. Experiential Learning may include both informal and non-formal learning.

Evaluation of Prior Certified Learning by the University

Evaluation of prior certified learning will normally be carried out by the Course Director in consultation with relevant course staff. Recognition of prior certified learning is subject to evaluation of the following: student's academic record; course of study; syllabus, course description, learning outcomes, number of contact hours, forms of assessment(s); NQF level of qualification awarded and awarding institution.

Assessment of Prior Experiential Learning by the University

Assessment of prior experiential learning will normally be carried out by the Course Director in consultation with relevant course staff – ideally those who are or have been involved in the conventional assessment process for the subject(s)/module(s) in question.

The use of a range of assessment mechanisms will be facilitated. These will be appropriate to the module content and comparable to other assessment processes used to determine whether learning outcomes have been achieved. Assessment may be based on the portfolio submitted or other methods such as written exams, essays, assignments, multiple choice questionnaires, oral presentations etc., which may be used as appropriate. In general, the assessment will be based on an evaluation of the prior learning presented. Evidence submitted by an applicant will be available for review by the External Examiner.

Assessors and other persons involved in the recognition process will be given training and support as appropriate.

Criteria for Assessment

The following key criteria will be used by staff to help them to determine if the evidence of learning presented is appropriate and sufficient.

Validity	Does the prior learning presented match the learning outcomes required by the relevant academic unit? Is the prior learning being presented by the applicant at the academic level required by the relevant academic unit?
Sufficiency	Is there enough evidence to demonstrate that the learning outcomes have been achieved?
Authenticity	Is it clear that the prior learning is that of the applicant?
Reliability	Is the evidence of prior learning presented reliable?
Currency	Is the prior learning achieved and being assessed current? Is it up to date with current knowledge and practice?

Outcome of Assessment Process

The outcome of the assessment process can be one or more of the following; the granting of admission to a specific academic course within the University; advanced academic standing within a course of study or module exemptions if the required standards of learning have been met.

Validation

All RPL decisions must be validated by the appropriate Academic Unit and signed off by the relevant College which will advise the Admissions Office of all RPL recommendations and decisions.

Communication

All prospective applicants and enrolled students will be made aware of RPL opportunities in course literature and on the University's website. Applicants will be fully informed of the application process, the stages within it and the nature and range of evidence that is considered appropriate to support a claim for recognition of prior learning, including the learning outcomes against which prior learning will be assessed. All applicants will be advised, in writing, by the University, of the outcome of the RPL assessment process.

6. The RPL Process in Summary

1. Information regarding the RPL process will be made available to applicants.
2. The applicant initiates the process by providing appropriate outline information in support of their application. An RPL Application Form may be used by the applicant to provide this information.
3. Consultation with the Course Director will be arranged. Applicants receive advice and support for preparation of evidence and verification of prior learning in the required format.
4. The learning evidence plus the completed RPL Application form will be presented to the University for assessment by the relevant academic unit.
5. The outcome of the assessment process will be verified by the Course Board and College Office and communicated to the Admissions Office and any other relevant administrative units.
6. The outcome of the assessment process will be transmitted to the applicant by the University within a reasonable period of time.

7. Review and Updating

These RPL policies and practices will be subject to regular review and updating in line with emerging good practice.

[Visit the P&P Repository on the Quality Office web site for other policies, procedures, regulations and guidelines.](#)

Name	Responsibility
Registrar and Deputy President's Office	Owner
Course Director and Course Boards	Approval and Management of RPL at course level
Registry	Recording RPL credits awarded