

Regent College London

Recognition of Prior Learning – Higher National courses

Policy and Procedure

1 Purpose

- 1.1 To provide a policy and procedure for the recognition of prior learning, taking into account the requirements of the QAA UK Quality Code, and guidelines issued by Pearson for the HND Business programme.

2 Background

- 2.1 Regent College London's Recruitment, Selection and Admissions Policy and Procedure allows for entry to the Pearson HND Business programme by both relevant work experience as an approved entry requirement, and for advanced standing where a prospective student has studied and passed units on the BTEC HND Business programme.
- 2.2 This policy provides for a Recognition of Prior Learning Policy set against the UK Quality Code, and the delegated authority given by Pearson to Regent College London (the College) as an approved centre to deliver the Pearson BTEC HND Business programme.

3 QAA UK Quality Code

- 3.1 This Recognition of Prior Learning policy and procedure takes account of the relevant Expectations, Practices and Guiding Principles of the UK Quality Code.

This Policy aligns with the UK Quality Code core and common practices in

Expectation for Standards:

The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.

- The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.

Expectations for Quality:

From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

- The provider has a reliable, fair and inclusive admissions system.
- The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students.
- The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.

This Policy also incorporates the following Guiding Principles set out in the Advice and Guidance for Admissions, Recruitment and Widening Access:

- 1. Policies and procedures for application, selection and admission to higher education courses are transparent and accessible.
- 2. Higher education providers use fair, reliable and appropriate assessment methods that enable them to select students with the potential to complete the course successfully.
- 3. Higher education providers reduce or remove unnecessary barriers for prospective students.
- 4. Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.
- 5. All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced.
- 6. Providers continually develop widening access strategies and policies in line with local and national guidance.

the Advice and Guidance for Concerns, Complaints and Appeals:

- 2. Concerns, complaints and appeals procedures are accessible and inclusive.
- 6. Concerns, complaints and appeals procedures are fair and impartial.
- 8. Concerns, complaints and appeals are resolved in as timely a way as possible.

4 Pearson guidelines

- 4.1 Pearson Edexcel give an approved centre delegated authority to admit students within guidelines set out in their *Higher Nationals in Business Specification – Issue 5*. Pearson permit a centre to admit students with formal qualifications and/or relevant work experience. In addition, recognition of prior learning can also be granted for advanced standing by an approved centre.
- 4.2 Pearson Edexcel's policy for access and recruitment to the HND Business programme is as follows:

Centres will need to review the profile of qualifications and/or experience held by applicants, considering whether this profile shows an ability to progress to level 4 or level 5 qualifications. For learners who have recently been in education, the entry profile is likely to include one of the following:

- a BTEC Level 3 qualification in business
- a GCE Advanced level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C
- other related level 3 qualifications
- an Access to Higher Education Certificate awarded by an approved further education institution
- related work experience.

Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.

Taken from the BTEC Business Specification, Issue 4 July 2011, page 21. For more information see <https://www.edexcel.com/migrationdocuments/BTEC%20Higher%20Nationals%20from%202010/BH029073-HNCD-Business-specification-Issue4.pdf>

5 Policy and procedure for recognition of prior learning

5.1 Categories of prior learning

For the purposes of this policy and procedure the College identifies two different categories for the recognition of prior learning. These are:

- (a) Admission with work experience
- (b) Admission with advanced standing

5.2 Admission with work experience

5.2.1 Admission with work experience concerns the recognition of relevant work experience as an entry qualification equivalent. Alternatively, relevant work experience together with relevant formal qualifications may also be taken as meeting entry requirements for the Pearson HND Business programme. Prospective students who wish to have their work experience considered for full or part entry to the HND Business programme are required to complete a form in which information concerning their work experience must be given. The Admissions Coordinator will also seek to evidence the prospective student's claim by seeking up to two references from recent employers where such work experience was gained.

5.2.2 The Application for admission through work experience form asks prospective students for the following information:

- Employment history
- Work experience reference
- Work experience information about management, financial and marketing work experience
- Other relevant work experience information

5.2.3 This information, together with the references must be assessed by the Admissions Coordinator and then approved by the Academic Dean before any offer of a place on the HND Business programme can be made.

5.2.4 Prospective students may not be offered a place on the HND Business programme based on relevant work experience without completing the work experience form and the reference being received.

5.3 Admission with advanced standing

5.3.1 Admission with advanced standing concerns giving students exemptions from one or more units on the HND Business programme as a result of evidence provided of equivalent and successful study elsewhere. The policy of the College for admission to the Pearson HND Business programme with advanced standing is that exemption may only be given if the student can provide clear certificated evidence of studying and passing the same units elsewhere.

5.3.2 To be granted admission with advanced standing the student must produce certificated evidence that he or she has studied and passed one or more Pearson HND Business units elsewhere.

5.3.3 Admission with advanced standing, as described in 5.3.2 above, may only be granted if the HND Business unit(s) have been studied and passed within the past three years.

5.3.4 The Admissions Coordinator must ensure that the student completes the Admission with Advanced Standing Form and has certificated evidence of the student having passed the unit(s).

- 5.3.5 Once all this information has been gathered approval for advanced standing against specified units of the HND Business programme must be approved and signed, on the Admission with Advanced Standing Form by the Academic Dean. Only when this has been done may the student be informed of the decision over admission by advanced standing.

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