

## Policy Document Information

Version Number	Next Review Date	Responsible Person	Approved By
1.0	20-01-2026	Academic Coordinator	Academic Dean

### 1. Purpose

The purpose of this policy is to outline the principles and procedures for recognising prior learning (RPL) at the London Academy for Applied Technology (LAAT). RPL allows students to gain credit for previously acquired knowledge, skills, and competencies, ensuring fair access to academic progression without unnecessary repetition of learning.

### 2. Scope

This policy applies to:

- All prospective and current students applying for Bachelor's, Foundation, and MBA Top-Up programmes at LAAT.
- Both formal learning (certified qualifications) and informal/non-formal learning (work experience, professional development, or self-directed study).
- RPL decisions made in collaboration with Plymouth Marjon University (PMU) for courses delivered under partnership agreements.

### 3. Definition of RPL

Recognition of Prior Learning (RPL) refers to the process of evaluating and accrediting a learner's previous learning and experiences, regardless of when or where they were acquired. This includes:

- Credit Transfer: Recognition of previously earned academic credits from other institutions.
- Experiential Learning: Recognition of learning gained through professional experience, volunteering, or other informal contexts.
- Certificated Learning: Recognition of qualifications from accredited institutions or professional bodies.

#### 4. Principles of RPL

LAAT is committed to ensuring that the RPL process is:

- Transparent and Consistent: Clear criteria and procedures are applied to all applications.
- Fair and Inclusive: All students have equal opportunities to apply for RPL, regardless of background.
- Evidence-Based: Decisions are made based on robust, verifiable evidence of prior learning.
- Aligned with Learning Outcomes: Prior learning must meet the learning outcomes of the relevant course/module.

#### 5. RPL Process

##### 5.1 Application for RPL

- Students must submit an RPL Application Form along with supporting evidence.
- Applications should be submitted at least 4 weeks before the start of the relevant module or course.
- RPL applications are reviewed on a case-by-case basis.

##### 5.2 Types of Evidence Required

Evidence may include:

- Academic transcripts and certificates
- Detailed CV with descriptions of relevant work experience
- Professional training records

- Portfolio of work (for experiential learning)
- References or letters from employers

### 5.3 Assessment of RPL

- Initial Review: Conducted by the Programme Lead at LAAT.
- Academic Evaluation: The assessment team reviews the evidence to determine if it meets the learning outcomes.
- Second Review: For courses accredited by PMU, the final RPL decision is subject to moderation and approval by PMU.

### 6. Credit Limits for RPL

- For Bachelor's and Foundation programmes, students may be awarded RPL for up to 50% of the total credits required.
- For MBA Top-Up programmes, RPL can cover prior postgraduate learning relevant to the course, subject to PMU's approval.
- RPL cannot be granted for the final dissertation or capstone project components.

### 7. Fees for RPL

- An administrative fee may apply for processing RPL applications.
- The fee structure will be communicated to students during the application process.

### 8. Appeals Process

- If an RPL application is rejected, students have the right to appeal within 10 working days of receiving the decision.
- Appeals should be submitted in writing to with supporting evidence as per appeal policy.
- If unresolved, appeals can be escalated to Plymouth Marjon University under their academic appeals policy.

### 9. Quality Assurance

- RPL decisions are subject to internal moderation and review by LAAT's Academic Board.

- Regular audits are conducted in collaboration with PMU to ensure consistency and compliance with academic standards.
- Staff involved in RPL assessments receive training to maintain high standards.



#### 10. Policy Review

This policy will be reviewed annually to reflect changes in academic regulations, awarding body requirements, and best practices.

