

Accreditation and Recognition of Prior Learning / Prior Experience Policy

Excellence



Our Mission Statement

To inspire learners to recognise and achieve their full potential

Our Beliefs and Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

SPARSHOLT COLLEGE HAMPSHIRE incorporating ANDOVER COLLEGE

The Accreditation and Recognition of Prior Learning and Prior Experience Policy was approved by the Board of Governors in July 2018 and is the current version.

Originator: Deputy Principal -
Curriculum

Located: College Website

College Intranet

Date of next scheduled review: *May 2021*

SPARSHOLT COLLEGE HAMPSHIRE
incorporating ANDOVER COLLEGE and UNIVERSITY CENTRE SPARSHOLT

The purpose of the Accreditation and Recognition of the Prior Learning Policy (A/RPL) and Accreditation and Recognition of Prior Experience Policy is to identify a process for the College which fits the expectations and requirements of all the stakeholders in the process, namely:

- prospective learners
- examining / awarding bodies and the qualifications offered
- inspecting bodies (Ofsted, QAA)
- regulatory bodies (Office for Students)
- funding regimes and methodologies
- the College's own requirements for resource usage and its growth targets

A/RPL, for Higher Education (HE) follows the guidelines recommended by the QAA, Office for Students and those procedures and practices of the partner HEI, namely University of Portsmouth. For Landbased Higher Education programmes the main point of contact is the Head of Faculty for Higher Education. However, in order to gain the appropriate approval of A/RPL claims it is necessary to make specific reference to the documentation provided by the relevant partner HEI and use their format for collating claims for A/RPL. These policies and procedures are available here <http://policies.docstore.port.ac.uk/policy-018.pdf>. Land-based HE course tutors will provide guidance and support in the completion of the documentation upon request. For HNC (Pearson awards), programmes the main point of contact is the Centre Head (Andover), A/RPL processes will be in accordance with Pearson guidelines, advice and guidance will be provided by the relevant course tutors.

The practices and procedures required to implement A/RPL, A/RPE for further education programmes within the College are outlined below and in the A/RPL, A/RPE Handbook.

For Further Education (FE) and Teacher Training programmes the College's main point of contact is the Quality Manager. Learners will be sent the A/RPL A/RPE Handbook, which explains the procedure and explains the next steps in the process.

The process for the collection and presentation of evidence for assessment are learner-driven. Learners are provided with sufficient information to enable them to provide evidence to 'make their claim'. In the event of difficulties, they will have access to specialist support through subject-specialist A/RPL, A/RPE Advisers. This support will be provided where possible by phone, fax or email. No additional support can be provided unless the learner has enrolled for a course and no certification can be called for until the learner is registered with the awarding body. Although learners will not receive formal tuition during the process of making an A/RPL, A/RPE claim, additional support is given for which a fee will be charged and will need to reflect the volume of work involved in the A/RPL A/RPE, process. The rate will be based on the standard hourly rate calculated at the time and this will be available upon application.

Course Tutors will manage the process from the point at which learners begin their programme of study. This involves assessment, informing Student Admissions of the outcome of the A/RPL A/RPE, learner, internal verification and accreditation.

This policy needs to be read in conjunction with the following, please see also the College's:

- Accreditation and Recognition of Prior Learning and Experience Handbook (A/RPL/RPE)
- Single Equality Scheme
- Quality Policy
- Course Handbooks
- Data Protection Policy
- Higher Education Complaints and Feedback Policy