**Faculty Recognition of Prior Learning Assessment Plan**

**Introduction**

The purpose of this document is to ensure the University that the approaches and methods of assessment of Recognition of Prior Learning (RPL) claims carried out by University Faculties are transparent, reliable and valid.

**Middlesex University Faculty:**

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| What kind of evidence will the Faculty / require / accept in order to assess prior learning? |
| ***For prior certificated learning:*** |
| 1. Academic qualification certificates for credit rated higher education programmes
 | ***yes / no*** |
| 1. Professional qualification certificates
 | ***yes / no*** |
| 1. Diploma supplements
 | ***yes / no*** |
| 1. Evidence of a NARIC report where non-UK qualifications are included
 | ***yes / no*** |
| 1. Other, please specify:
 | ***yes / no*** |
| ***To establish the currency of prior certificated learning where qualifications are more than five years old:*** |
| 1. Evidence of certified continuing professional development
 | ***yes / no*** |
| 1. A critical evaluation of how learning currency has been maintained
 | ***yes / no*** |
| 1. Evidence of professional practice projects that demonstrate currency of learning
 | ***yes / no*** |
| 1. An interview based on professional practice that demonstrates currency of learning
 | ***yes / no*** |
| 1. Other, please specify:
 | ***yes / no*** |
| ***For prior experiential learning:*** |
| 1. A job description that clearly and comprehensively articulates your duties and level of responsibility
 | ***yes / no*** |
| 1. A detailed curriculum vitae (CV) that articulates your personal, professional and career development
 | ***yes / no*** |
| 1. Professional qualifications or certificates that may or may not have an established academic credit value
 | ***yes / no*** |
| 1. Evidence of continuing professional development activity, in-company training, professional updating
 | ***yes / no*** |
| 1. Evidence of significant work projects and activities you have personally undertaken
 | ***yes / no*** |
| 1. Case studies. An evaluation of a particular case or event in which you have been involved, which demonstrates evidence of the learning you are claiming.
 | ***yes / no*** |
| 1. Artefacts you have produced such as reports, policy and procedure documents, websites, designs, photography, video, audio files, articles etc
 | ***yes / no*** |
| 1. Statements by a line manager or other independent source familiar with your work projects and the requirements of your job roles (*the inclusion of testimonials should be to confirm other evidence. They are not adequate evidence in themselves*)
 | ***yes / no*** |
| 1. Other, please specify:
 | ***yes / no*** |
| 1. A critical evaluation of how the evidence provided demonstrates a contribution to the student’s / applicant’s learning (normally all evidence will be supported by a critical evaluation)
 | ***yes / no*** |
|  |
| 1. **Assessment of RPL claims**
 |
| * 1. In assessing the evidence of prior learning, how will the academic level of learning claimed be established in a valid and reliable way?
 |
| *Benchmarked against programme learning outcomes* | ***yes / no*** |
| *Benchmarked against module learning outcomes* | ***yes / no*** |
| *Benchmarked against Middlesex University Academic Level Descriptors* | ***yes / no*** |
| *Other, please specify:* | ***yes / no*** |
| * 1. *In assessing the evidence of prior learning, how will the volume of academic credit claimed be established in a valid and reliable way?*
 |
| *Benchmarked against Middlesex University qualification credit volumes* | ***yes / no*** |
| *Benchmarked against specified Middlesex University modules* | ***yes / no*** |
| *Benchmarked against specified Negotiated Work Based Learning Project modules* | ***yes / no*** |
| *Evidenced by credit rated UK qualifications* | ***yes / no*** |
| *Evidenced by UK qualification Diploma Supplements* | ***yes / no*** |
| *Evidenced by NARIC reports for non-UK qualifications* | ***yes / no*** |
| *Other, please specify:* | ***yes / no*** |
|  |
| 1. Will all assessment of prior learning be subject to initial assessment by an appropriate academic member of staff?
 | ***yes / no*** |
| 1. Will all assessment of prior learning be moderated by a second appropriate academic member of staff?
 | ***yes / no*** |
| 1. Will a representative sample of assessed prior learning claims (at least 10%) be made available for an appropriate External Examiner to review and report on?
 | ***yes / no*** |
| 1. Will Faculty RPL assessment samples be reviewed by nominated / appointed External Examiners? *(NB: RPL Assessments cannot be confirmed at level 5 and above without External Examiner scrutiny)*
 | ***yes / no*** |
| 1. Which Faculty committee will have responsibility for recommending the award of academic credit?

*Name of Faculty committee:**Chair of Faculty committee:**Secretary to Faculty committee:* |
|  |
| 1. **Opportunities for second and additional RPL claims**
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| Will students / applicants to able to make a second or additional RPL claim if: |
| *The first claim is unsuccessful* | ***yes / no*** |
| *The first claim resulted in the award of less academic credit than is required to progress on their programme of study or to qualify* | ***yes / no*** |
| *They wish to gain further recognition for RPL subsequent to their initial claim* | ***yes / no*** |
|  |
| 1. **Feedback following RPL assessment**
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| Will the Faculty provide RPL assessment feedback to the students / applicants through: |
| *Formal written feedback* | ***yes / no*** |
| *Verbal feedback* | ***yes / no*** |
| *How will students / applicants be notified of the outcome of the assessment of RPL claims?**Please specify:* |  |
|  |
| 1. **Support for making RPL claims**
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| What support will be available for students /applicants in developing RPL claims in addition to the guidance on the Middlesex University website? |
| *Initial academic tutor discussion / advice* | ***yes / no*** |
| *Specific* Faculty *guidance (please attach)* | ***yes / no*** |
| Faculty *RPL evidence template (please attach)* | ***yes / no*** |
| *Access to RPL anonymised claim examples* | ***yes / no*** |
| *Review of Learning modules* | ***yes / no*** |
| *Other, please specify:* | ***yes / no*** |
|  |  |
| 1. **Charges for the assessment of RPL claims**
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| What charges will the Faculty make for assessing RPL claims? |
| *Standard £650 fee for assessing experiential learning portfolio* | ***yes / no*** |
| *Other fee for assessing experiential learning portfolio, please specify:* | ***yes / no*** |
| *Standard no fee for assessing certificated learning* | ***yes / no*** |
| *Other fee for assessing certificated learning, please specify:* | ***yes / no*** |
| *Other fees / charges, please specify:* | ***yes / no*** |

**Faculty Committee approval**

Faculty Committee:

Chair name: Signature:

Date: Review date:

*NB: normally to be reviewed annually*