



## RECOGNITION OF PRIOR LEARNING (RPL) POLICY

### **Background**

The purpose of this policy is to provide guidance to Staff and Students of London School of Commerce & IT (LSCI) in all matters relating to previous formal, non-formal and informal learning and skills development gained without accreditation and is known as the Recognition of Prior Learning (RPL). It also defines how previous learning experiences can be recognised and mapped onto accredited pathways of learning and outlines how these processes should be managed.

### **Scope of Achievement and Recognition**

The Recognition of Prior Learning (RPL) is a method of assessment in which a student can demonstrate that they meet learning outcomes and criteria for a unit of assessment on any course through knowledge and skills they have gained previously. RPL seeks to enable students to avoid repetition in their learning and assessment process. It can be applied to a wide range of learner styles and abilities with the overall goal being to help a student gain more qualifications and develop their skills set.

RPL is designed to help widen participation in education and includes both existing students as well as potential students including those who:

- Have been out of education and have or have no prior formal learning recognised by an Awarding Organisation
- Lack formal qualifications and/or confidence
- Adults returning to education
- Want to improve
- Have taken non-formal learning/training in the community/ evening course or professional/workplace courses or gained through volunteering.

RPL can also help reduce the length of time it might take to achieve a programme of learning or gain a qualification. This can be achieved in a number of ways including:

Transfer of credits to count toward another qualification. It may be possible to validate non-credited skills and access to these may count toward a certificate. The evidence must be original, relevant and sufficient to provide evidence of current skills set. RPL will also depend on the extent and background of experience and outcomes of a unit/course of learning.

RPL is a structured process for gathering and reviewing evidence, making judgments about learning and experience in relation to unit/course aims, learning outcomes and assessment criteria.

### **Process for RPL**

All students may be/are entitled to receive recognition for previous learning providing that the specific requirements of the Awarding Organisation are met. Once students wish to be considered for RPL purposes, they will need to complete an application form and provide evidence to demonstrate the learning outcomes and assessment criteria are met.

Students' work which contributes towards their claim for credit through RPL must be internally and externally verified and all achievements documented. The Awarding Organisation decision is final.

Students will be provided with feedback on all outcomes and future learning and skills development and students can appeal against decisions made about their claim for credit following the appeals procedure at LSCI.

**Application Form Submitted** - Student completes an Application Form for specified course.

**Evidence Assembled** - Student to provide sufficient evidence to assist the assessor to make a judgment.

**Assessment** –The evidence submitted must be assessed to the same standard as any other qualification.

**Internal Verification** –The assessment must be subject to the same internal verification process as any other assessment process for quality assurance purposes.

**External Verification** –The internally verified assessments must be checked by the designated external verifiers of the awarding organisation.

**Recording of the Outcome** –The outcome of the application is recorded in the College database and feedback provided to the applicant.

Prior learning would be considered if previous study or course was based with a College in the UK or the course is an internationally recognised qualification

Evidence would be required to prove any prior learning including unit certificates / certificate, attendance and assessment / feedback records. These would be from a UK provider / awarding organisation.

Previous study in international student's home country would not necessarily be recognised, unless it is a course of study through an international awarding organisation. Students would need to provide attendance, assessment and certificates to prove any prior learning.

International students may have prior learning, but would be required to submit assessments to meet the learning outcomes for the course of study pursued and to fulfil their Guided Learning Hours (GLH).

**LSCI/Policies/2026/  
Recognition of Prior Learning (RPL) Policy  
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