



Oxford's Independent Business School

Magna Carta College

The Recognition of Prior Learning

In order to adhere to the Edexcel rules on the Recognition of Prior Learning (RPL), MCC follows Edexcel own guidelines, to ensure that students are shown to be capable of undertaking the studies for which they are applying, and that they receive fair accreditation for any prior learning, which results in exemption from a module or modules.

1. Awareness, information and guidance

Prior to enrolling a potential learner, the possibility that they may be able to claim credit for some of their previous learning will be raised with them. If the learner is interested in pursuing this, they will be given the relevant information on the:

- a. Process of claiming achievement by using RPL.
- b. Sources of support and guidance available to them
- c. Timelines, appeals processes and any fees involved

2. Pre-assessment; gathering evidence and giving information.

At this stage the learner will be required to carry out the process of collecting evidence against the requirements of the relevant unit(s). The student will be provided with an assessment plan and how to track documents, to support the learner through the process. The evidence gathered will need to meet the standards of the unit, or part of unit, that the evidence is being used for.

3. Assessment/documentation of evidence

Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgments about a learners' prior learning and experience in relation to unit standards. The assessor will look at work experience records, validated by managers; previous portfolios of evidence put together by the learner or essays and reports validated as being the learner's own unaided work. Assessment must be valid and reliable to ensure the integrity of the award of credit and, as above, the evidence gathered needs to meet the standards of the unit, or part of unit, that the evidence is being used for. The assessment process will be subject to the usual quality assurance procedures of the centre, for example internal standardisation and internal verification.



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4. Claiming certification

Once the internal and external quality assurance procedures have been successfully completed, certification claims will be made by MCC. Assessment and internal verification records, along with any additional RPL records completed, will be retained for the standard three year period following certification.

5. Appeal

As with any assessment decision, if a learner wishes to appeal against a decision made about their assessment they need to follow MCC Appeals procedures and then Pearson Enquiries and Appeals procedures.

6. Principles in relation to RPL

a. In claims for RPL, the certificated learning must normally have taken place within five years preceding the date of application for accreditation, unless the applicant can thoroughly demonstrate that the learning is still being currently applied.

b. RPL claims for recognition of learning that has previously been accredited in the award of a qualification, credit or other form of certification and is subsequently being presented for recognition in a second qualification, or part thereof, will be considered as follows:

- Credits not certified as part of an award may be used to satisfy the credit requirements of any award for which the credit learning is deemed relevant. At module level the credits may be kept and used to satisfy the credit requirements of any award for which the credit learning is deemed relevant.
- Credits certificated as part of an award (except Honours Degree) may
- Contribute towards a higher award but not towards another award of equivalent or lower status.
- At Honours Degree level any surplus credit or credit at level 4 not contributing to the award classification may be used towards a further award at the same level. The credits which contribute to the award classification are considered spent in the certification of the award and cannot be used a second time towards any further award.

c. Where a student meets learning outcomes through RPL, but there is a mismatch in credit volume, the RPL process may be used to bridge the difference if the student has relevant experience in relation to the module, and provided a critical reflective account or equivalent of the experience is produced.

d. Where a claim for RPL credit is approved this will be shown in the achievement profile presented to the relevant Award, Progression or Status Board.

10 Innovation House, Oxford Business Park South, John Smith Drive, Oxford OX4 2JY
Company Registration No: 08334025
VAT No: 206690021