





## WHAT YOU NEED TO KNOW

This document details the process for Recognition of Prior Learning (RPL) (use of credits gained at an external institution) and transfer of BCU credits in the School of Nursing and Midwifery and School of Life and Health Sciences (courses within the departments of Health and Social Care Professions and Life and Sports Science). It covers the process of RPL and transfer towards both undergraduate and postgraduate courses.

The policy document is accessed via the BCU website:

## Recognition of Prior Learning Policy

There are two mechanisms through which BCU can recognise prior learning:

- 1. RPL process for those who have studied and gained university credits at a different institution to BCU. In accordance with university RPL policy, this cannot be applied for following enrolment and must be applied for, and an outcome agreed prior to enrolment onto a BCU award.
- 2. Transfer process is for those who have gained university credits studying courses at BCU. In accordance with university policy this process can be applied for and occur following enrolment onto a BCU award.



## RPL PROCESS FOR THE SCHOOL OF NURSING AND MIDWIFERY AND SCHOOL OF LIFE AND HEALTH SCIENCES

The University understands that formal learning in higher education can be fluid and circumstances for students can change, which can ultimately alter the course of study. In recognition of this, the University allows for previous study undertaken at a different institute to be reviewed, recognised, and, where deemed appropriate, used towards a BCU award.

The purpose of RPL therefore is the formal recognition of learning that has been undertaken elsewhere (i.e. outside of BCU) and the process by which this prior learning could be used to contribute towards the credit requirements of a Birmingham City University award. The <u>University's Academic Regulations</u> defines the 'Recognition of Prior Learning' as follows:

'The process through which students can be admitted with credit to a particular undergraduate or postgraduate course through the formal recognition of prior certificated learning (RPCL) or recognition of prior experiential learning (RPEL).'

Transfer of BCU credit/s to a BCU award is processed through the RPL policy and adheres to academic regulation, however, can occur after enrolment onto an award. Unlike RPL there is no limit to how many appropriate BCU credits can be used towards a BCU award in accordance with BCU RPL policy.

Both RPL and Transfer of BCU credits also considers professional body regulations where appropriate.



Student makes an enquiry to the Admissions Tutor or RPL Coordinator(change to School?) about RPL for their credits gained at a different institution, or transfer of internal BCU credits because:

- 1. Student has been directed at application stage to enquire about RPL.
- 2. Student has gained the details for RPL advice from the BCU website.
- 3. Student is undertaking a BCU standalone module(s) and has been directed to the Admissions Tutor or RPL Co-ordinator.

Advice is offered and an RPL / Transfer application is sent to the student either by the Admissions Tutor or RPL Co-ordinator, plus a mapping document where appropriate.

- 1. Either the Admissions Tutor or RPL Coordinator works with the student to fill in the documents correctly and supports in an advisory capacity to collate their appropriate evidence - it is the students responsibility to fill the documents in.
- 2. Student sends completed application, mapping document and any other documents as required to: LHS.RPL@bcu.ac.uk (for courses within the School of Life and Health Sciences)
  Or

SNM.RPL@bcu.ac.uk (for courses within the School of Nursing and Midwifery)

- 1. Application is reviewed by the Admissions Tutor or RPL Co-ordinator and where required the course team.
- 2. The course team reaches a decision and conveys a decision to the Admissions Tutor or RPL Co-ordinator.
- 3. The RPL Co-ordinator or Operations Team sends an RPL report weekly to the relevant Head of Department for review.

The Admissions Tutor or RPL Co-ordinator processes the decision and the student / course team / adminstration / admissions receives a letter containing the outcome of the application decision.

Student enrols onto their course following receipt of the outcome letter.

In relation to transfer of internal BCU credits, students can already be enrolled.