Recognition of Prior Learning Policy and Procedures

Version 1

Approved by Board of Governors

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The following sets out how the School manages the admission of students via recognition of prior learning to its higher education programs.

Document Information

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*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

Contents

1) Introduction

1.1 The policies and procedures for the School's recognition of prior learning for admissions and advanced standing are outlined in this policy. It should be read in connection with the School's Admissions Policy and applies to applicants seeking to apply via the non-standard entry for both undergraduate and postgraduate programs.

2) The Use of Recognition of Prior Learning

i. admission to the start of an undergraduate course for applicants who do not meet the minimum entry requirements (SAPE)
ii. admission to the start of a postgraduate course for applicants who do not meet the minimum entry requirements (RPEL)
iii. admission with advanced standing to year 2 or 3 of an undergraduate degree (RPL)
iv. claiming credit or exemption for individual course modules (RPL)

3) Screening of Accreditation of Prior Experience (SAPE)

3.1 SAPE Assessment (Screening for Accreditation of Prior Experience) evaluates and recognises an applicant's whole set of skills, competencies, knowledge, and work ethics acquired through unofficial training, certificated learning, personal and professional experiences, and life experience. If they can be measured and relevant to the course, prospective students can apply for SAPE.

3.2 London School of Science and Technology uses the SAPE (Screening for Accreditation of Prior Experience) assessment to grant admission to applicants over the age of 21 at the time of application for an undergraduate degree who do not meet the minimum entry requirements. *Please refer to section 5.3 in the* [Admissions Policy.](#)

3.3 Applicants wishing to submit SAPE will be advised by the Admissions Team, who will ensure that the applicant is informed of the School's Recognition of Prior Learning Policy.

3.4 The content of SAPE will vary in accordance with the nature of the experiences and of the learning that has resulted from that experience.

3.5 Applicants would be required to complete LSST's online application form clearly outlining their personal and professional experiences. As well as submit a personal statement.

3.6 The Admissions Team will facilitate this process and will discuss the SAPE options directly with the applicant.

3.7 The College reserves the right to terminate an application if the applicant is found to have omitted relevant facts or information in connection with their application or to have falsified or plagiarised any part of their application.

4) Recognition of Prior Experiential Learning (RPEL)

4.1 Recognition of Prior Experiential Learning (RPEL) is a process for assessing work experience in the field of the applicant's chosen course for credit for a **postgraduate program** if the applicant does not meet the standard entry requirements. Similar to the Screening for Accreditation of Prior Experience **(**SAPE) which is used at undergraduate level. *Please refer to section 5.3 in the [Admissions Policy.](#)*

4.2 Applicants would be required to complete the LSST application form detailing their extensive work experience. Satisfactory academic and or professional references may be required.

4.3 In addition to the above, applicants may be required to undertake an academic interview and submit a short-written paper to assess the applicant's suitability for the demands of the course.

4.4 The Course Leader will facilitate this process and will discuss the RPEL options directly with the applicant.

4.5 Applicants would be expected to highlight this during their application. It is advised that this is done well in advance before the course start date.

4.6 Applications will be considered by the Admissions Panel and with consultation with relevant awarding bodies.

5) Advanced Standing and Direct Entry

5.1 Recognition of Prior Learning (RPL)

5.1.2 Recognition of Prior Learning (RPL), which includes credit transfer that offers applicants the following opportunities:

I.   Utilise the academic credits applicants have already earned.

II.   Convert relevant prior knowledge, skills, and experience into credits, which can be applied towards the applicant's qualification.

5.1.3 RPL is most commonly used to recognise prior learning for credit exemption - the exemption of individual modules or to allow applicants to enter with advanced standing.

5.1.4 Applicants admitted by direct entry to any stage of a course other than Year 0 (degrees with foundation year) or Year 1 (extended degrees) are regarded as being admitted with advanced standing. The award of credit necessary for that purpose shall be made by the Admissions Panel.

5.1.5 Applicants who wish to apply for RPL must submit original transcripts and certificates of prior learning with their application. Applicants who are eligible for RPL with specific credit, will be informed of this upon consideration by the Admissions Panel and with consultation with relevant awarding bodies.

5.1.6 Applicants may have to undertake elements of the Admissions process as instructed by the Admissions Panel depending on the nature of the application.

6) Appeals and Complaints

6.1 Please refer to section 7 of the *Admissions Policy.* for details on how to appeal, complain, or request feedback on a decision made on an application.