

Admissions, RPL, Student Registration and Validation Fees

1 The Admissions Process

Candidates who meet the requirements for admission to a validated course of study as set out in the approved course specification may be admitted to the course without reference to the University.

It is important that staff at Validated Institutions consider the QAA UK Quality Code Advice and Guidance for Admissions, Recruitment and Widening Access, located at:

<https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

It is the responsibility of staff at the Validated Institutions to manage all aspects of the recruitment and selection of students.

2 Admitting under 18's

The University has a set policy on the admission of applicants under 18. It is recommended that Validated Institutions take this policy into account in the recruitment of students. This policy can be found at: https://www.kent.ac.uk/applicants/policies/minimum_age.html

3 Information for applicants and new students

Institutions will benefit from ensuring that applicants have access to up-to-date and accurate information throughout the admission's process regarding the courses of study and facilities and support available.

The University of Kent monitors the information provided by Validated Institutions to prospective students through an annual publicity check.

It is essential that prospective students understand that they will receive an award from the University of Kent and not the institution that they will be studying at and this should be made clear in all relevant published information.

4 Recognition of Prior Learning (RPL)

The Recognition of Prior Learning (known as RPL at Kent) offers potential students the chance to gain recognition for qualifications they have already achieved at other institutions, and to gain recognition for learning from other experiences, for instance, in the workplace.

- It enables prior learning/experience to be given an academic credit value which can be used to give exemption from relevant modules or even stages, of a university level course.
- It enables people to enter a university level course at the point that best suits their experience and skills, ensuring that learners do not have to repeat learning previously undertaken.

There are three different types of RPL:

- Credit Transfer – this is the process; through which previously assessed and certificated learning from a UK HEI is considered and, if appropriate, recognised for academic purposes.
- Recognition of Prior Certificated Learning (RPCL) - this is the process; through which previously assessed and certificated learning not awarded by a UK HEI is considered and, if appropriate, recognised for academic purposes.
- Recognition of Prior Experiential Learning (RPEL) this is the process through which prior learning achieved outside education or training systems is assessed and, if appropriate, recognised for academic purposes.

To gain credit for RPEL, a portfolio of evidence is developed, (an RPEL Portfolio) which includes evidence reflecting on how learning from experience is relevant to the university course to be taken.

Decisions on whether an individual can have RPL is an academic decision based on the fit of prior learning with the module(s) RPL is being claimed for - no one is guaranteed RPL. The matching of an applicant's prior learning with the learning outcomes of the module(s) for which they are seeking credit is key to deciding if RPL can be claimed.

The University imposes limits on the extent to which a student may be exempted from part of a course of study via RPL; Validated Institutions must adhere to these limits.

The most up-to-date information on these limits is available in Annex 3 of the Credit Framework, which can be accessed via the link below.

Please note these limits reflect the minimum amount of credit which must be obtained through taking 'new' learning on the course concerned.

For example, if a student received 120 credits of RPL towards a Foundation Degree, they would then be required to carry out 120 credits of 'new' learning on the course, including at least 90 credits of learning at level 5 or above.

<https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-3>

Validated Institutions should refer all Credit Transfer and RPCL claims to the University on the appropriate form so that they can be approved. Approval will be carried out by the relevant Divisional Director of Education/Graduate Studies and Student Experience and reported to the relevant Divisional Committee.

All RPEL claims and portfolios should also be referred to the University so that they can be considered and approved by the relevant Divisional Committee. All Credit Transfer, RPCL or RPEL claims must be made and approved **prior to the start** of the modules for which credit is being claimed for.

Claims should be submitted to QACO in the first instance using the appropriate forms.

QACO will inform the Validated Institution and update the student record once a claim has been approved.

Further information on the process for RPL and the forms needed can be found in Annexes L and R of the Code of Practice for Taught Courses.

<https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-l> (section 3)

<https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-r>

In addition, guidance on RPL can be found at:

<https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-r>

Where an applicant / student wishes to claim credit via RPEL onto a practice based course, the Validated Institution should contact QACO in the first instance, to discuss the requirements for the applicant / student's RPEL portfolio.

Please Note: The RPL process should be used where a student or potential student is using prior learning or experience to claim credit i.e. exemption from modules.

RPEL portfolios are sometimes used to consider if an applicant/ student has suitable experience to join an academic course. This type of RPEL portfolio is not required to be approved through the RPEL procedure as no credit is being awarded, and can be processed without reference to the University - provided that it is part of the Admissions profile on the approved Validated Institution's Course Specification.

If partners are unsure if a claim should be processed via the RPL approval process then the QACO can advise gaco@kent.ac.uk ^[7])

5 Student Registration

Staff at Validated Institutions must submit the following information, for each course of study, to QACO each academic year:

- The full legal name of each student
- The year of study of each student
- The academic status of each student (Registered/Intermit/Repeat/Resit)
- The date of birth of each student
- An institutional e-mail address for each student

A template will be provided to Validated Institutions for them to complete this submission, which must be received by the deadline provided.

QACO will create a student record for each student. If at any time during the academic year a student's details change, including their course of study, QACO should be promptly notified.

If a student withdraws from a course of study after registration has taken place QACO must be notified within **four weeks** of the last date of the student's attendance. Staff in QACO will then ensure that the student's record is withdrawn from Kent Vision.

If a newly registered student withdraws from a course of study after 1st November the Validated Institution will still be charged a validation fee for that student.

3.5 Validation Fees

Validation fees are levied to recover the direct costs of the validation process and administrative cost.

Such services may change on an annual basis but include student registration, production of Pass Lists and Certificates, QACO support at Board of Examiners meetings and general support and guidance provided from QACO and the Validated Institution's cognate academic division at Kent.

The University of Kent does not receive income for students registered on validated courses of study; therefore, this is the only source of income from those courses the University validates.

Once QACO has registered the list of students provided in October Validated Institutions will receive an invoice from the University of Kent.

Validation fees can be paid in one of three ways:

1. by cheque (which should be drawn on a UK bank account and made payable to UNIKENT);
2. via BACS transfer using the information detailed on the bottom of the invoice (please quote invoice number on payment);
3. by credit or debit card over the telephone.

If you have any queries in relation to the current Validation Fee, please contact QACO.