



**School of Coding & AI**

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**HIGHER EDUCATION**

# Recognition of Prior Learning Policy / Procedure

Policy Owner: Suki Gill

Full Name	Position	Signature	Date	Review Cycle
Suki Gill	Principal		01.09.2025	Annual

School of Coding Limited T/A School of Coding & AI  
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## School of Coding - Recognition of Prior Learning (RPL) Policy and Procedure

### 1. Purpose

School of Coding & AI recognises that learners may have acquired relevant skills, knowledge, and competencies through previous education, work experience, or other learning contexts. The Recognition of Prior Learning (RPL) policy aims to acknowledge and formally credit these prior achievements towards a qualification or learning pathway within School of Coding & AI.

### 2. Scope

This policy applies to all prospective and current learners of School of Coding & AI who wish to have their prior learning recognised and credited towards a course or qualification offered by the institution.

### 3. Definitions

- **Recognition of Prior Learning (RPL):** The process through which prior learning, gained through formal, non-formal, and informal learning experiences, is assessed and recognised for academic credit.
- **Formal Learning:** Structured learning that typically leads to a recognised qualification.
- **Non-Formal Learning:** Learning that is organised but does not typically lead to a formal qualification.

**Informal Learning:** Learning gained through work experience, self-study, or other non-structured means.

### 4. Principles

- **Equity and Accessibility:** RPL will be accessible to all learners, ensuring fair and equitable assessment regardless of their background.
- **Transparency:** The RPL process will be clear, with all steps, criteria, and outcomes communicated effectively to learners.
- **Validity:** The assessment of prior learning will ensure that the evidence provided is valid, relevant, and aligned with the learning outcomes of the course or qualification.
- **Confidentiality:** All RPL applications and supporting documentation will be treated with the highest level of confidentiality.



## **5. Procedure**

### **5.1 Initial Enquiry**

Learners interested in RPL should first consult with School of Coding & AI's Academic Advisor or RPL Coordinator to discuss their previous learning experiences and the potential for recognition.

### **5.2 Application Submission**

- Learners must complete the RPL Application Form, providing details of the prior learning they wish to have recognised.
- Evidence supporting the RPL claim must be submitted, which may include certificates, work samples, portfolios, or references.

### **5.3 Assessment**

- The RPL Coordinator, in consultation with subject matter experts, will assess the application and evidence against the specific learning outcomes of the relevant course or qualification.
- Assessment methods may include:
  - **Document Review:** Evaluation of provided certificates, transcripts, or other formal documentation.
  - **Portfolio Assessment:** Review of work samples or portfolios demonstrating prior learning.
  - **Interview or Competency Demonstration:** In some cases, learners may be asked to participate in an interview or demonstrate their competencies through practical tasks.

### **5.4 Outcome and Notification**

- The learner will be informed of the outcome of their RPL application within 20 working days of submission.
- If the application is successful, the learner will receive formal recognition and credit for the relevant modules or units.
- If the application is unsuccessful, feedback will be provided, and the learner may be advised on alternative pathways or further evidence required.

### **5.5 Appeals**

- Learners have the right to appeal the outcome of their RPL application.
- Appeals must be submitted in writing to the RPL Appeals Committee within 10 working days of receiving the outcome.
- The Appeals Committee will review the case and provide a decision within 15 working days of the appeal being lodged.

### **5.6 Record Keeping**

All RPL applications, supporting evidence, assessment outcomes, and correspondence will be securely stored in accordance with School of Coding & AI's data protection and retention policies.



## 6. Responsibilities

- **Learners:** Responsible for initiating the RPL process, providing accurate and sufficient evidence, and submitting any appeals if necessary.
- **RPL Coordinator:** Responsible for overseeing the RPL process, ensuring timely assessment and communication with learners.
- **Academic Staff:** Responsible for providing expert judgement in the assessment of RPL evidence.
- **RPL Appeals Committee:** Responsible for reviewing and deciding on appeals related to RPL outcomes.

## 7. Monitoring and Review

The RPL policy and procedure will be reviewed annually by the Academic Board to ensure its effectiveness and alignment with current educational standards and practices.

## 8. Policy Dissemination

This policy will be made available to all staff and learners through School of Coding & AI's website and learning management system. Regular training will be provided to staff involved in the RPL process.