

	Recognition of Prior Learning Policy and Procedure
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Administering Entity	Dean, Programme Leaders, Chief Operating Officer, Registrar and Manager–Admissions
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1) Purpose

- a) This document describes SP Jain London School of Management’s (SPJUK’s) policy and procedure for recognising prior learning for admissions, advanced standing. It should be read in conjunction with the Admissions Policy.

2) Scope

- a) This Policy and procedure applies to programmes leading to awards from SP Jain London School of Management (SPJUK) and describes how SPJUK recognises the prior learning of applicants to those programmes. It ensures that any deviations from standard entry requirements, including admission on the basis of prior learning are formally approved.
- b) The Policy covers decisions on RPL at an individual level and articulation agreements with particular institutions. The latter is where the School has determined that it can admit students with advanced standing for a particular qualification and enters into an articulation agreement with the partner.

3) Definitions

- a) Prior learning is learning which an applicant has previously undertaken or completed which may be used to gain entry to one of the School’s programmes. Prior learning can be certificated (i.e. learning that has been formally assessed and certificated from previous study) or experiential, which is the non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which can be evaluated.
- b) The School will recognise prior learning for admission to the start of a programme and for advanced standing, which means that the applicant is permitted to join the programme part-way through because their prior learning makes them exempt from the earlier stages.

4) Admission to the beginning of a programme

Certificated prior learning

- a) The School's requirements for certificated prior learning are published in the entry requirements for each programme in the relevant Programme Specification.

Prior experiential learning

- b) Applicants who do not meet these entry requirements may apply to have prior experiential learning recognised for the purposes of admission, as described below.

5) Admission with advanced standing

Certificated prior learning

- a) Applicants who wish the School to consider certificated prior learning for admission with advanced standing should complete a Recognition of Prior Learning (RPL) form, which asks for details and evidence of the prior learning.
- b) The School will consider applications for admission with advanced standing by certificated prior learning only where:
 - i. The learning outcomes for the prior learning are the same as, or very similar to, those of the learning the applicant is seeking exemption from;
 - ii. The applicant can provide original certification for the learning;
 - iii. The learning was certificated within the last three years.
- c) The completed RPL form and supporting evidence will be assessed by a member of the Admissions Unit, who will make a recommendation to the Manager-Admissions about whether an offer of a place with advanced standing could be made. The Manager-Admissions is then responsible for determining whether an offer can be made. Their decision is final.

Prior experiential learning

- d) Applicants who wish the School to consider prior experiential learning for admission with advanced standing should complete an RPL form, which asks for details about work experience and references from employers where this experience was gained. This information is assessed by member of the Admissions Unit. If this member of staff is satisfied that the applicant has made a strong case for admission with advanced standing, he or she will arrange for the applicant to have a meeting with a senior member of academic staff. This meeting is an opportunity for the School to understand more about the applicant's prior experience, and for the applicant to learn more about the programme they are applying for advanced standing within. Following the meeting, the member of staff who led it will make a recommendation to the Manager-Admissions about whether an offer of a place with advanced standing could be made. The Manager-Admissions is then responsible for determining whether an offer could be made. Their decision is final.

6) Articulation Agreements

- a) An Articulation Agreement is a formal partnership whereby the School will offer a place on a particular programme, or programmes with advanced standing following successful completion of an award or part of an award at another institution. An Articulation Agreement may allow entry to any specified level of a programme.
- b) The School may decide to accept a particular qualification offered by an academic partner as suitable for admission with advanced standing to one or more of its programmes. In this case the School will enter into a formal Articulation Agreement with the partner.
- c) In order to enter into an Articulation Agreement, a formal curriculum mapping must be undertaken to determine that the partners' programme, in whole or in part, will enable the applicant to meet the learning outcomes of the SPJUK programmes.
- d) The curriculum mapping is a rigorous academic scrutiny of the proposed partner's programme because students will be using advanced standing to count towards their SPJUK award. The mapping will include the following:
 - i) Information on the SPJUK programme to which students will articulate and the stage at which students will be entering the programme
 - ii) Details of the programme/modules at the partner and a relevant outline
 - iii) Information on the comparability of the curriculum including a mapping of learning outcomes, learning and teaching methods, acquisition of skills relevant to future study.
 - iv) Evidence that students have attained the same standards as students studying the award at SPJUK.
- e) This curriculum mapping will be presented to the Academic Board for approval before proceeding with the Articulation Agreement.

7) Appeals

- a) Applicants who are dissatisfied with a recommendation or decision made by the School in the context of this policy and procedure may lodge a complaint using the complaints process described in the Admissions Policy.

8) Related Documents

- a) Admissions Policy