

ACCREDITATION AND RECOGNITION OF PRIOR LEARNING POLICY

Version	1.1
Effective date	September 2024
Date for review	August 2025
Policy owner	Head of Quality
Reference points	Office for Students information for applicants: https://www.officeforstudents.org.uk/media/2db81e6b-e4c7-4867-bc5d-ff67539d13e8/guide_to_providing_info_to_students.pdf QAA report on credit transfer: https://www.qaa.ac.uk/docs/qaa/news/achieving-credit-transfer-at-scale-an-analysis-of-uk-university-policies.pdf?sfvrsn=75f9bd81_10
Audience/handling notes	Academic, Staff, Applicants, External
Dissemination and implementation plan	This Accreditation and Recognition of Prior Learning policy will be published on the NHAM website. Admissions staff will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Academy Manager will be responsible for the dissemination of the policy and procedures to academic staff; the Academy Manager will be responsible for training admissions staff on the application of this policy.
Linked Policies, Procedures and Forms	Admissions (Policy), Equity Diversity and Inclusion (Policy), Admissions Appeals (Policy), Accreditation of Prior Learning Form.
Date approved	September 2024

1 Introduction

The Notting Hill Academy of Music (NHAM) is keen to widen access to its programmes and encourage Lifelong Learning. Accreditation and Recognition of Prior learning is one of the ways we do this. In assessing applications for APL, NHAM will treat all applicants equally and fairly in line with its Equity Diversity and Inclusion Policy and in consultation with our collaborative partners (validating institution).

In this document, the principles upon which credit and recognition for prior learning (including prior experiential learning) is awarded and the process by which applicants may make an application for APL and by which requests are granted or declined are outlined.

This document should be read in conjunction with the NHAM's Admissions Policy and Procedure.

This document is designed to provide information to applicants considering making an application for APL in respect of a programme. It is also for use by administrative and academic staff tasked with operating the system.

2 Principles

Applications for APL and RPL will be considered for our Level 4 programmes.

This system of APL is for use where an applicant to a course wants to be considered for credit in respect of specific units on an identified Level 4 course.

Applications for admission onto a programme and APL applications are considered separately. APL applications will not be considered unless an offer for a programme has been accepted. The APL



application needs to clearly state whether the applicant has sufficient knowledge and skills to gain credit in respect of specific modules of study.

Credit may be considered in respect of Prior Certificated or Prior Experiential Learning.

Credit is awarded entirely at the discretion of our collaborative partner (validating institution) and the Chief Executive.

An application for APL/RPL does not automatically result in an award of credit being made.

Staff must not enter into specific discussion with an applicant regarding their request for APL and may not pre-empt the decision of our collaborative partner (validating institution) and NHAM by predicting a likely outcome.

All applicants must be treated equally and must apply using the established procedure, completing the Accreditation of Prior Learning Form to ensure equitable treatment.

Credit may be granted only where evidence can be provided by the applicant that they have already achieved the skills and knowledge that would have been achieved had they studied for the module(s) for which exemption is sought.

The responsibility for providing sufficient evidence that the appropriate skills and knowledge have been achieved rests solely with the applicant.

3 Enforcement, Monitoring and Review

Applicants applying for and being granted APL will be monitored by Academy Manager.

Reporting on number of applicants applying for and being granted APL is part of NHAM's annual monitoring and programme review processes.

Every two years, the Academy must review this policy to ensure that:

- it remains up to date and continues to meet the expectations of the UK Quality Code and Office for Students, applicable legislation or guidance;
- areas of improvement, or any concerns, raised by students, relevant external colleagues, or professional bodies have been addressed; and
- opportunities to reduce unnecessary bureaucracy have been taken.