

RECRUITMENT, GUIDANCE, ACCREDITATION OF PRIOR LEARNING AND RECOGNITION OF PRIOR LEARNING

A RATIONALE

Applicants will be offered impartial guidance prior to joining a course and if appropriate be offered the opportunity to have their prior learning accredited and non-certificated achievement assessed against qualification learning outcomes. Students will receive appropriate guidance during their course and on exit.

B ENTITLEMENT

All members of the public who are eligible to apply for a College course are entitled to have equal access to information as to how they can find out more about a particular course, how they may apply and how all appropriate prior learning can be accredited. All students are entitled to have access to a tutor or a Careers Adviser for guidance during their course or on exit.

C POLICY STATEMENT

The College will ensure that the applicant is aware of what will happen to an application once it is received. All applications for a particular course will be processed in the same manner. Applicants who wish to have their prior learning accredited, or non-certificated achievement, will be informed of any additional costs, time constraints involved, and the nature of the evidence required pertaining to their prior learning. The College will ensure that all students are made aware of the type and nature of the guidance to which they are entitled.

D IMPLEMENTATION

Information provided to applicants

College prospectuses and/or course leaflets provide details of pre-requisite qualifications, details of who the course is targeted at and why. Information is also provided on the end qualification and possible opportunities upon completion of the chosen course. College literature will also advise people that they can contact the College for further information.

Interviews for a place on a course

Applicants for courses for which an interview is required will receive advance notice, usually within ten working days of receipt of their application of when and where the interview is to be held, the purpose of the interview and whom it is with. If an applicant is unsure about which course to apply for they will be offered an interview with a Careers Adviser.

The purpose of a College interview is to:

- Ascertain, using Records of Achievement and/or references and through discussion with applicant, if the course applied for is appropriate to meet the needs and academic potential of the applicant,
- Provide the applicant with additional information on the course and on the College.

Enrolment onto a course

Once accepted onto a course prospective students will be given further details of what the course consists of, how and when they can enrol, details of any costs which they are likely to incur, availability of financial support, and details of additional support which the College can offer and all other College facilities available to students.

Induction

All students starting a course will have a period of induction commensurate with the number of course hours. Students will receive guidance from their Course Leader when completing their Learning Agreement with the College. The students will be made aware of what is expected of them in order to achieve their primary learning goal and they will also be made aware of the commitments that the College makes to students.

Accreditation of Prior Learning (APL)

Procedure for people who come into College to inquire about APL:

1. Appointment made for person to see the College's Careers Adviser.
2. Relevant qualification identified and APL process outlined. Costs explained, time constraints and support available discussed.
3. Person directed to Course Leader for course specific guidance.
4. Course Leader discusses and arranges portfolio workshops if required.
5. Course Leader 'tracks' person through to completion of the course
6. The Course Leader will refer to the relevant awarding body regulations and advise the student in accordance with the policy.

Procedure for people who are already on a College course and who have prior learning which can be accredited:

If the student has completed modules/units/subjects which are appropriate to their present course and were acquired prior to commencing their present course either in Grantham College or in another institution then:

1. The Course Leader will explain how modules/units/subjects can be utilised to allow the person to achieve their primary learning goal and arrange the student's timetable accordingly.
2. If necessary the Course Leader will arrange for the College's Examinations Officer to obtain the relevant documented information.

Procedure for APL on Higher Education courses

1. The Course Leader will refer to the relevant HE awarding body partner regulations and advise the student in accordance with the university's policy.

Procedures for providing APL within companies

1. **BDC** outlines the APL process as part of the Workplace Training inductions.
2. **BDC** Training Advisers assist Training Managers/Supervisors/Assessors to identify which employees have relevant APL experience for the qualification being undertaken.

When to use RPL

The RPL process is relevant where an individual has evidence of having previously learnt something but has never received formal recognition for it through a qualification or other form of certification. Evidence can draw on any aspect of a candidate's prior experience including:

- Domestic / family life
- Education and training
- Work activities
- Community or voluntary activities.

Assessment of RPL Evidence

Evidence obtained through the RPL process will be assessed to the same rigorous quality as evidence obtained through any other process. The RPL process does not mean that any required qualification summative assessments can be avoided e.g. mandatory exams, practical/theory tests or assignments.

RPL allows an individual to avoid unnecessary learning, meaning that they can present for summative assessment without repeating learning in areas where they will be able to show that they can meet the learning outcome(s). It remains the role of assessors and quality assurance staff to ensure that learning outcomes are only deemed to have been met where evidence is valid, authentic, sufficient and reliable.

Review of progress

After set periods of time, commensurate with the number of course hours, the student will receive feedback from the Course Leader on their progress towards achieving their primary learning goal. The purpose of the feedback is to ensure that the student is fully informed as to how they are progressing towards their primary learning goal, and whether or not their primary learning goal is still appropriate. Additional support will be offered if required.

Guidance offered near the end of a course

Prior to the end of a course all students will be asked to consider their intention once they have completed their course. All students will be entitled to equal access to information about:

- other courses which the College offers, and how they may apply,
- what other educational institutions and agencies offer and how they may apply,
- what employment opportunities are available and how they may find out more.

Exit Procedure for Early Leavers

The College has an exit procedure to ensure that early leavers are offered appropriate guidance.

College reference

All students are entitled to a College reference which fairly reflects their progress on a course.

E EVALUATION

In line with the whole College approach to Quality Assurance, feedback is sought from students on the guidance that they are offered pre-entry and whilst they are on their

course. This policy will be reviewed by the Director of Quality and will be updated and revised as necessary.

Quality Assurance – version control			
Review Period:	2 yearly	Review carried out by:	Director of Quality
Approved by:	SLT	Date approved:	18.4.17
Equality Impact Assessment Date:	March 17	Last review date:	March 17