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MONT ROSE®
COLLEGE

Accreditation of Prior Learning 2025 – 2027

Approved by: Academic/Quality Assurance Board

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1.0 Introduction

1.1 Mont Rose College of Management and Sciences Limited (The College) is committed to recruiting the most talented students from the widest possible range of backgrounds. To that end, it invites applications to its Higher National Diploma (HND) programmes from all those who possess the ability, knowledge, and experience required to benefit from them. To support its philosophy, the College has adopted a policy that allows prior learning to be used as partial credit towards HND programmes, where appropriate.

1.2 The purpose of this policy is to promote opportunities for lifelong learning and bring more people into the fold of Higher Education.

1.3 This policy is related to admissions and is not a substitute for the MRC's Admissions Policy.

1.4 Applicants may request exemption from courses for any taught programme based on evidence of prior learning. A 15-credit course is the smallest unit for which exemption can be claimed.

1.5 APL will only be given for HND Year 1 (Level 4) Modules / Units only.

1.6 APL will not be given for a major project or dissertation, as many of the learning outcomes in these courses are specific to the individual student or project.

2.0 Definitions

2.1 Mont Rose College of Management and Sciences Limited (The College).

2.2 Accreditation of prior learning (APL) is the recognition by the College of prior learning that has taken place elsewhere. Usually, an application for recognition of prior learning is made before a student commences their studies at the College, but occasionally an application may be made after studies have commenced. Recognition is through the award of credit and/or exemption from a course or courses on a taught programme at the College.

2.3 Accredited Prior Certified Learning (APCL): The term APL is used to identify, assess, and formally acknowledge a reasonably substantial and significant element of prior learning at the time of admission to a course. This prior learning should be in the context of the course for which it is being applied. Such learning is known as APCL if it is gained through a programme of study offered by a provider and recognised through certification. APCL is the process by which an applicant's previously accrued credit is assessed to determine whether it can be used to gain exemption from modules of a programme of study at Mont Rose College. This is also explained as accreditation of learning at the Higher Education level that has already been assessed at another Higher Education Institution, and for which an award has been achieved. Award of specific credit and corresponding exemption from a course(s) requires a mapping of learning outcomes for the course(s) for which exemption is sought against the prior certified learning.

2.4 Credit provides a means of quantifying learning outcomes achievable in a given number of notional hours and at a given level. Learning outcomes are used to identify whether students have demonstrated through assessment the minimum level of learning required to pass a module and thus gain the required credit. In this way, previous learning can be identified, which can be assessed and 'credited' against an award.

2.5 A module or unit is a component of a course with its own approved aims and objectives and assessment methods. Modules normally consist of 15 credits and are taken at specified levels (for example, a module might be worth 15 credits at level 4, i.e. equivalent to the first year of an undergraduate degree). Applicants are welcome to make a claim for exemption from a Mont Rose College module on the basis of previously accrued credit with a value greater than that module. For example, an applicant could claim exemption from a Mont Rose College module worth 15 credits on the basis of a previously completed module worth 30 credits. Nevertheless, please note that credit cannot be given for part of a module. For instance, it is not possible to request exemption from half of a 30-credit module on the basis of a previously completed module worth 15 credits.

2.6 Applicants wishing to apply for APL should do so concurrently with a formal application for admission to the programme for which accreditation is requested. If their request is accepted, they will be exempted from appearing in certain modules. In certain cases, the students may get an exemption for the full Year 1 (Level 4) of the HND programme.

2.7 Learning in the workplace or on programme-embedded placements can be exempted only in the case of HND Health & Social Care Practice if the student has studied Unit 401, which includes 225 placement hours.

2.8 This policy should be read with the Admissions Policy, Equality and Diversity Policy and Assessment Policy.

3.0 Recognition of Prior Learning

3.1. Information on opportunities for the recognition of prior learning (RPL) should be readily accessible to potential applicants, and guidance and support in applying for RPL should be provided

3.2 In order for accreditation to be considered, the prior learning has to be:

- Relevant – there must be an appropriate match between the evidence presented and the learning claimed
- Sufficient – there must be enough evidence to demonstrate achievement of the learning claimed
- Authentic – the evidence must be the result of the applicant's own work and experience
- Current – Prior learning must have been gained recently enough to still be of value. The time limits for learning will vary by subject area, but qualifications more than 5 years old are unlikely to be considered. The currency of the prior learning will be determined by the Quality Assurance Department as appropriate for the programme.

4.0 Application for APL Credit

4.1 Potential students who wish to seek recognition for prior learning (RPL) should complete the form (refer to **Annexure I**).

4.2 Each Department will designate at least one member of staff with whom the Admissions Team will liaise to ensure that requests for APL meet the academic quality assurance standards of the College and are consistent and equitable. It should be the responsibility of the Quality Assurance Department.

4.3 It is the responsibility of the applicant to make sure that all evidence and supporting application material are presented and submitted timeously and in English. It should be done at the time of admission.

4.4 Where entry to, or advanced entry into, a programme of study is dependent on a successful application for APEL, applications should normally be received by the College at least three months in advance prior to the last date of admission.

4.5 A conditional offer may be given where it is determined that the qualifications would be sufficient for **level 5**, but where they are yet to be achieved by the applicant.

5.0 APL Policy

5.1 APL must be evidenced quite strictly, and it must be assured that learning accredited is equivalent to the learning that would have been gained had the APL not been permitted.

5.2 The Quality Assurance Department will appoint suitable APL assessor/s based on the requirements. Such assessors will establish if the evidence produced for APCL is strong enough to prove that learning is comparable in terms of the level and learning outcomes achieved, and the skills attained are relevant to the course applied for.

5.3 APL applications can only be for a full module and not for a part of a module. The maximum volume of credit, which can be permitted for MRC HND programmes under APL policy, is 120 credits at Level 4.

5.4 For APL for our HND programmes, the request should be made concurrently with a formal admission application.

5.5 Learning which has already been accredited in the award of another qualification will not be accepted for APL purposes.

5.6 If a claim for APL is successful, the marks or grades awarded by any provider in those accepted modules will not be accepted. Instead, on the student's transcript, all modules will be listed, and for those modules accredited, APL will be indicated instead of any grade. If a grade is material to the classification of the final award, like in HND, the grade average of other modules will be applied to the accredited modules.

5.7 An application for APL will not be carried forward to future courses/dates. It will only be valid for the intended date of entry of the course for which it is applied.

5.8 The Academic and Quality Assurance Board (AQAB) will be responsible for ensuring that this APL policy is applied, monitored and reviewed properly. The Dean of Studies will prepare an annual report reviewing the APL decisions, and this will also be shared with the Principal, Board of Governors and Pearson External Examiner

6.0 APL Process

6.1 While submitting the Admission Application to the Admissions Team, the applicant should also attach the APL request with the required evidence, which is detailed as under:

- Formal certificate and transcript displaying the achievement, which is the basis of the APL application.
- Documents issued by the previous institution, which contain programme specification, module names, module descriptors, including the learning outcomes, and the approval will be conditional if the previous programme is incomplete.
- Comparability statement from UK NARIC if the said programme was not in the UK.
- The names of the modules for which APL is being requested.
- The Admission Team will forward a copy of these documents to the Quality Assurance Manager and the concerned Programme Manager to make a decision on the APL part of the application.
- The Admission Team will continue processing the admission application form.

6.2 The Admissions Team will work on the admission application form and forward a copy of the Admission Application and APL request to the Quality Assurance Manager and the concerned Programme Manager.

6.3 In case of application for Accredited Prior Certificated Learning (APCL), the Quality Assurance Department will appoint a suitable Assessor to assess the APL request by comparing the achievements with the learning outcomes of those modules which are the subject of the request. The applicant must provide a certificate from the awarding body (e.g., Edexcel/University) for the requested modules to be recognised, including their descriptors, etc. The Assessor will submit the report to the Quality Assurance Manager. The Quality Assurance Manager may have to seek clarifications from the Assessor to arrive at a decision, which should be:

- APL request supported.
- APL request supported with modifications;
- APL request rejected.

Such decisions should be clearly documented. In case the request is rejected, the applicant should be informed about the same. In case it is supported with modifications, the applicant's concurrence should be obtained before forwarding it further.

6.4 The Quality Assurance Manager will forward the Assessor's report on the APL request to the Dean of Studies with the recommendations within 10 working days from the date of receipt of such request. The Dean of Studies will take the final decision on such matters, and, if the Dean of Studies thinks fit, APL requests for HND courses will

be forwarded to Pearson. After hearing back from them, the College will take the required action and will inform the applicant suitably.

6.5 The applicants whose application for APL is successful will be informed of the outcome, and a full statement about the modules accredited will be provided. The same will be copied to the Registrar so that arrangements can be made to record it as APCL on the transcript against the modules for which accreditation has been allowed.

6.6 Students who have completed a part of an HND from other providers will be asked to produce the transcript from the Awarding Body in order to consider their requests.

6.7 This process needs to be strictly monitored on a regular basis by AQ/AB through the Quality Assurance Manager and the relevant Programme Managers.

6.8 Where any request for APEL is rejected, the student will be informed of their rights to appeal on the grounds of procedural irregularity only and not based on academic judgement, as the same cannot be challenged.

6.9 Applicants will have a right of appeal or complaint in accordance with the College's Policy and Procedures on Student Appeals or Complaints Handling Procedures, respectively <https://mrcollege.ac.uk/mrc-policy/>

6.10 Because of the extent of the work involved in considering applications, a charge will be incurred on a credit basis for assessment of prior experiential learning.

7.0 Assessment of Evidence required for APL

7.1 Applications for APL will be assessed to determine whether there is evidence of:

- **Authenticity:** Applicants must demonstrate evidence of prior learning. For APCL, this will normally be formal certification/transcripts and will be requested by the Admissions Team. The exact nature of the assessment should be decided in consultation with the Programme Manager of the programme being applied for.
- **Relevance and Sufficiency:** The evidence provided must be such that it indicates the student has already achieved the learning outcomes for the course(s) for which exemption is being sought.
- **Currency:** The prior certified or experiential learning for which accreditation is sought should normally have taken place within five years of the date of request for APL. In areas in which curricula change rapidly, this period may be shorter.

8.0 APL Form

8.1 The applicant should fill in a prescribed form that can be obtained from The Admissions Team with the Application Pack, or can be found in Annexure I of this document.

8.2 The filled form should be submitted to the Admissions Team along with relevant evidence for assessment of the APL application.

Annexure I

Accreditation of Prior Certificated Learning (APCL) Form

- Please ensure that your application form is completed in full and accompanied by all relevant supporting documentation.
- You are required to provide formal evidence of your qualifications which should be verifiable.
- Applications submitted without sufficient supporting evidence cannot be processed.
- Please note that submission of an application does not guarantee that an exemption will be approved.
- APCL applications should be submitted three months prior to the start date of your programme.
- While we may review applications received after this deadline, we cannot guarantee that they will be processed in time for credit to be awarded.

Please refer to the questions/sections above before completing this form.

Student ID Number*

Name* First name Last name

Email*

Programme of study applied for at Mont Rose College that you wish to claim credit towards*

Mont Rose College course start date*
Day Month Year

Name of previous institution*

Qualification from previous institution*

Course title taken at previous institution*

Start of study at previous institution*

Day Month Year

End of study at previous institution*

Day Month Year

Was the course completed at your previous institution?*

Yes

No

Completed modules *

Module Title	Credit Value	Level of Study	Date Module Complete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Duration of course*

Mode of study*


Full time

Part time

Distance

Modular

Level of study*

 Level 4 (Certificate) equivalent to the first year of a Bachelors Degree

Course outline*

- Please enclose with your application descriptions of any courses/course modules completed outside Mont Rose College that you wish to be considered for credit transfer.
- You must provide as much information as possible about module content, course structure, methods of assessment, etc.
- You should be able to obtain this information from your previous Institution of Higher Education, if necessary.
- Alternatively, please provide a web address for this information below if it is available online.



Alternatively you may upload your course outline/s here:

Proof of name change (if required):

Declarations*

- I can confirm that I have made an application for admission to a programme of study at Mont Rose College prior to making this claim.
- I have included details of all previous studies I wish to be considered for credit transfer including studies at Mont Rose College.
- I have attached adequate supporting evidence of the successful completion of any previous studies taken outside of Mont Rose College.
- I have checked that previous studies were taken at the same level as Mont Rose College studies for which I am seeking exemption.
- I have included proof of a name change if required.