**Recognition of Prior Learning for Employers**

**1. BACKGROUND**

**1.1** The intention behind this procedure is to offer companies a package to enable their employees to achieve recognition of their prior learning and work experience. This process awards academic credit which can be used towards some modules on a University course.

**2. PRINCIPLES OF IN-COMPANY RPL (Experiential Learning)**

**2.1** The maximum RPL allowed will be in line with the RPL limits for the exit award as set out in A2.3.10 Regulations for Taught Courses.

**2.2** To attain a USW award a student will need to undertake any outstanding credits via formal study with the University.

**2.3** It must be clearly demonstrated that students have, from their work experience or training, met the relevant learning outcomes of the modules for which they are claiming a credit exemption. They cannot be working towards meeting the learning outcomes.

**2.4** A mapping of in-company work experience and training programmes against the learning outcomes of the modules for which exemption is sought will be undertaken using the university RPL for Accreditation form. This will be on the basis of the roles and tasks articulated within job descriptions and evidence from the organisation’s HR department, or similar, of the content of any in-company training schemes.

**2.5** The mapping will be co-ordinated by the member of the University who is the main point of contact with the employer in discussion with University module leaders. It should be feasible to do some of this work in advance by considering the modules and agreeing what type of work experience would fulfil the learning outcomes.

**2.6** The mapping must be reviewed before the admission of a new cohort to ensure there have been no changes to the company structure nor roles within it.

**3. ADMISSION REQUIREMENTS**

**Cohort Admission**

**3.1** Where there is a generic job description, a RPL for Accreditation form must be completed by the University which maps the job description and evidence of experiential learning against the learning outcomes of the module/s.

**3.2** When students formally apply to study at the University they must submit the following supporting evidence with their application; a completed and signed RPL for Accreditation form, a reference from the employer and their current job description. They will also be required to undertake an interview/viva.

**Individual Admission from the same company**

**3.3** Students, who wish to claim accreditation of their prior learning on an individual basis, will need to apply using the University’s standard RPL for Accreditation process.

**4. REGULATIONS**

4.1 The awards are governed by the University’s Regulations for Taught Courses.