

### **Recognition of Prior Learning Policy**

DMS recognises that you may have a broad range of prior knowledge, skills and experience (academic, professional or vocational) to bring to your DMS life. Such previous experience/qualifications may allow you to be exempted from certain elements of study in your DMS programme.

In addition to the recognition of prior informal (experiential and certificated) learning, DMS has also adopted one of the key components of the flexible learning system - the principles of credit transfer, which are also referred to as “recognition of prior credit”. However, previously achieved UK/EU academic credit cannot be transferred to any of the DMS programmes automatically. You should contact DMS to find out whether you meet the entry requirements for the programme of study you wish to transfer to and whether there are spaces available.

### **The recognition of prior learning (RPL) and recognition of prior credit (RPC)**

1. Recognition of Prior Credit (RPC) is the recognition of prior formal learning in an Educational Institution that has led to the award of academic credit.. The RPC policy also applies to the European Credit Transfer System (ECTS) process.

2. Recognition of Prior Learning (RPL): there are two types of prior informal learning that are recognised under this category:

- Prior Experiential Learning is the recognition of prior informal learning achieved within the context of work-based and/or life experience, etc.
- Prior Certificated Learning refers to prior learning that has been accredited or certificated through a training provider but which has not led to the award of Education credits, or recognised awards

If you are applying for the Recognition of Prior Learning (RPL), ask yourself the following questions:

- What did I learn from my previous experience/staff development course/training?
- What skills/learning can I demonstrate competency in following this activity?
- What did I do and why?
- What issues in this activity can I relate to the learning outcomes mentioned in the module descriptor/programme specification?

### **How to apply for the recognition of prior learning (RPL) and prior credit (RPC)**

Before applying for RPL/RPC, you need to check whether you have already achieved some of the requirements for your chosen award. Please visit the DMS programme/module catalogue for further information about the programme and modules you will be studying at DMS.

#### **WHAT ELSE SHOULD I CONSIDER BEFORE APPLYING FOR RPL/RPC?**

The advantages are:

- You may finish your programme earlier
- You have more time to focus on the rest of your modules
- You pay a much smaller tuition fee for exempted modules (between 0%– 30% of the full module fee)

The disadvantages are:

- You have less contact time with your fellow peers and the chance to develop support networks.
- You will have little opportunity to refresh your skills and knowledge or adjust to the demands of academic study. This may be particularly challenging if you are new to studying at an HE level or have had a long break in your academic studies.

### **What evidence is required to support my application for the credit exemption?**

It is important that the evidence provided by you matches the module and/or programme level learning outcomes. This will assure DMS that you have achieved the same learning requirements as those students who have studied the module(s)/programme level(s) at the DMS. These learning outcomes can be found on the programme specification and on the individual module descriptors

If you are applying on the basis of prior certificated (non-HE) learning or you would like to transfer credits from another HE Institution, you will need to submit the following from your previous provider/s:

- Copy of award certificate/s or an authorised transcript
- Copy of the programme specification or course details
- Copy of the module descriptions or syllabus

If you are applying on the basis of experiential learning, then make sure that your evidence is submitted and complete.

You may need to provide some of the following (the list is not exhaustive):

- A Curriculum Vitae
- Employer statement
- Witness testimonies
- Recordings of practical demonstrations
- Evidence of practice hours
- Portfolios
- Written narratives/reports
- Webpages/websites

In all cases, you may be requested at a later date to present your original certificates/transcripts to the Admissions Office in order to progress your claim.