Digital Marketing School

Digital Marketing School

Recognition of Prior Learning (RPL) Policy – V1

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1- Introduction

Digital Marketing School (DMS) recognizes that students may have a broad range of prior knowledge, skills and experience (academic, professional or vocational) that they bring to DMS for their studies. DMS allows students who provide evidence of their prior learning exemption from some elements of their programme of study, as long as they can demonstrate that their existing knowledge, skills, and experience are compatible with the requirements of the programme of study at DMS.

The application of RPL depends on how well a student's previous knowledge, skill, or experience matched the modules on the DMS programme of study.

Applicants who wish to make a RPcL/RPeL claim should contact the relevant programme leader at DMS for an information discussion in advance of submitting their application.

The processes of making a RPcL/RPeL is a formal process and claims are assessed on individual basis by the Programme Leader and External Assessor at DMS, and approved by the assessment Board.

3- Purpose

For the purpose of this policy, the Recognition of Prior Learning (RPL) refer to the process by which DMS and other academic institutions recognize and credit the learning that is achieved by a students in advance of joining the programme that they are applying for. There are three types of RPL that students can put towards their qualification at DMS;

1- Credit Transfer
2- Recognition of Prior certificate of Learning (RPcL)
3- Recognition of Prior experiential Learning (RPeL)

3- Credit Transfer

DMS recognises the credits gained by a student from an alternative programme of study at DMS or another UK/EU university as a part of the programme that a student wishes to apply for at DMS. However, previously achieved UK/EU academic credit cannot be transferred to any of the DMS programmes automatically. Students who wish to apply for credit transfer should contact DMS to find out if they meet the entry requirements for the programme of study that they wish to transfer their credits to.

4- Recognition of Prior certificate of Learning (RPcL)

DMS formally recognizes and credit learning that a student has already completed and received a certificate for, allowing them to potentially use the prior achievement towards a new programme of study.

When applying for RPcL, applicants are required to complete the application form and provide sufficient evidence in support of their application. This will include certificate of qualification, and official academic transcript.

It is the responsibility of the applicants to ensure that the evidence provided is original, authentic, current (within five years), at the right level, and verified by one referee.

5- Recognition of Prior experiential Learning (RPeL)

DMS recognizes the knowledge and skills gained by a candidate from experience rather than a programme of study. This could include; experiential learning acquired form work, voluntary/charity work, and training.

The assessment of RPeL is more challenging and requires comparison of what is learned to what would be studied on the programme of study and expected learning outcome.

The claim for RPeL should be made formally and supported by sufficient evidence is support of the application, these may include: A Curriculum Vitae, Letter from employer, testimonies, evidence of experiential engagement, portfolio, audio visual presentations, promotional materials, and webpages/websites.

6- RPL Decision

DMS endeavor to respond to RPL claims within 20 days of receipt of RPL application.

7- RPL Limitation

The max amount of RPL claim is normally two-third of the total credit required for a programme of study. However, this depends on a number of factors and each claim is assessed individually and on merit.

8- Appeals

DMS is not obliged to consider an appeal on the grounds that the applicant disagrees with the academic judgment made. However, the applicant may request a review of the decision only in light of new information that was not available at the time of application, or, administrative, or, procedural errors.

9- Monitoring and Review

This policy is reviewed annually and when required updated in response to good practice, student feedback, and guidance from awarding and regulatory bodies.

10- Version Control

Version No	Date	Reason for change	Next Review
V1		Creation and approval by the Academic Board	