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# Recognition of Prior Learning

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**Policies and Procedures –  
Teaching Qualifications**

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**bbodance 2024-25**

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# 1. Introduction

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- 1.1. bbodance is keen to widen access to its programmes of study and encourage applicants who hold related qualifications, to embark upon teaching training courses. To this end a system of Recognition of Prior Learning (RPL) has been developed.
- 1.2. In this document the principles upon which credit for prior learning (including prior experiential learning) is awarded and the process by which applicants may make an application for RPL and by which requests are granted or declined are outlined.
- 1.3. This document is designed to provide information to applicants considering making an application for RPL in respect of a course of study. It is also for use by bbodance staff tasked with operating the system.
- 1.4. This document has been written to satisfy the Conditions of Recognition of both Ofqual and Qualifications Wales.

## 2. Precepts

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- 2.1. Applications for RPL will be considered for courses offered by bbodance. This includes the following courses of study:
  - 2.1.1. Level 4 Diploma in Dance Teaching
  - 2.1.2. Level 5 Diploma in Dance Teaching
  - 2.1.3. Level 6 Diploma in Dance Teaching
- 2.2. This system of RPL is for use where an applicant to a course of study wishes to be considered for credit in respect of specific modules of study on an identified course.
- 2.3. Applications for admission onto a course and RPL applications are considered together. The RPL application needs to address the question whether the applicant has sufficient knowledge and skills to gain credit in respect of specific modules of study.
- 2.4. Credit may be considered in respect of Prior Certificated or Prior Experiential Learning.
- 2.5. Credit is awarded entirely at the discretion of the Head of Teaching Qualifications in consultation with the Regulatory and Quality Assurance Adviser (as required).
- 2.6. An application for RPL does not automatically result in an award of credit being made.
- 2.7. All applicants must be treated equally and must apply using the established procedure to ensure equitable treatment.
- 2.8. Credit may be granted only where evidence can be provided by the applicant that they have already achieved the skills and knowledge that would have been achieved had they studied for the module(s) for which exemption is sought.
- 2.9. The responsibility for providing sufficient evidence that the appropriate skills and knowledge have been achieved rests solely with the applicant.

- 2.10. Credit will be awarded for entire modules only.
- 2.11. Applicants can only be exempted from a maximum of two modules per course and cannot be exempted from Modules 4.4, 5.5 or 6.4.
- 2.12. Where RPL is approved and exemption to modules is applied, the course fee will be adjusted.
- 2.13. Exempted modules will not contribute to the calculation of the overall mark for the final award. The final mark will be calculated using only the modules completed as part of the course during the current registration period.
- 2.14. Modules for which RPL has been awarded will be recorded as 'Exempt'. Transcripts will record EXM but will not show a mark.

## 3. Procedure

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- 3.1. Applicant contacts the Head of Teaching Qualifications or Qualifications Manager for information.
- 3.2. Applicant is provided with:
  - 3.2.1. the bbodance policy and procedure on RPL
  - 3.2.2. an RPL application form.
- 3.3. Applicant completes application form fully as instructed on the application form and appends to the application:
  - 3.3.1. comprehensive, relevant evidence in support of their application. Evidence must be provided in English.
  - 3.3.2. Scanned copy of Certificates of any certificated learning (which will be retained by bbodance). Certificates which are not in English must be accompanied by a certified English translation.
- 3.4. On receipt of application for RPL bbodance will:
  - 3.4.1. generate an RPL Approval Form and link the application to the applicant's file if not received simultaneously.
- 3.5. File is passed to the Head of Teaching Qualifications.
- 3.6. Head of Teaching Qualifications makes an initial assessment of the evidence provided. At this stage they may:
  - 3.6.1. reject the application if it is incomplete
  - 3.6.2. request further information
  - 3.6.3. carry out a full investigation.
- 3.7. If further evidence is requested it may take the following form:
  - 3.7.1. verification of certificated learning

- 3.7.2. evidence of experiential learning
  - 3.7.3. essay or other appropriate assignment
  - 3.7.4. interview (telephone, video or face to face)
  - 3.7.5. practical evidence in a form to be agreed.
- 3.8. Once the Head of Teaching Qualifications is satisfied that there is sufficient evidence the decision will be recorded. All decisions will be sent to the applicant in writing.
- 3.9. RPL Approval Forms will be stored on the applicant's file.
- 3.10. The policy and procedure for RPL will be reviewed annually and any recommendation for change will be made to the bbo dance Quality Assurance Committee.