

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

Recognition of Prior Certified Learning (RPCL) guidance notes

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

What is RPCL?

Recognition of Prior Certified Learning (RPCL) is the process which allows you to transfer Higher Education credit points you have previously gained elsewhere to OCA - providing it is at the correct academic level and in the correct academic field for the OCA degree programme that you wish to study.

A traditional university undergraduate degree programme takes 3 years to complete at a full time rate. Each year equates to a specific level/stage. This is reflected in the UK Regulated and Qualifications Framework (RQF) and the Framework for Higher Education Qualifications (FHEQ). More details to understanding qualification levels can be found at <https://www.gov.uk/what-different-qualification-levels-mean>

To obtain a HE undergraduate qualification, credits must be obtained from the study and successful assessment of course units which are accredited at Level/Stage 1 (HE4), Level/Stage 2 (HE5) and Level/Stage 3 (HE6) on the RQF. To obtain a HE Masters level qualification, credits must be obtained from the study and successful assessment of course units which are accredited at Level 7 For an

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

RPCL exemption, your prior learning must be at these same levels to be recognised.

Your previous study will already have been assessed and certified as either a full or partly completed Higher Education qualification.

The maximum amount of RPCL that can be awarded towards OCA degrees is two-thirds of the overall credit value ie

Undergraduate degrees – up to 120 credits at Stage 1 (HE4) and 120 credits at Stage 2 (HE5)

Postgraduate degrees – up to 120 credits (HE7)

For sub-awards the maximum amount of permitted RPL is 50% ie

CertHE – up to 60 credits at stage 1 (HE4)

Dip HE – up to 120 credits at Stage 1 (HE5)

Please note that:

- OCA courses are named by progression order rather than academic level on the RCF i.e. OCA Stage 1 courses (e.g. Painting 1, Writing 1) are actually accredited at HE4, Stage 2 courses at HE5 and Stage 3 at HE6.

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

- Exemption at Stage 2 is dependent upon gaining full exemption (120 credits) from Stage 1 study.
- You cannot gain exemption from any Stage 3 study for undergraduate degrees.
- You would be enrolled onto a BA (Hons) degree, and cannot usually be selectively enrolled onto a CertHE, DipHE or Ordinary degree unless this is the offered qualification.
- Only study at Higher Education Stage 1 or above is transferable. We cannot transfer non-art related subjects, so a Higher National Diploma (HND) in Science for example would not be eligible.
- All previous certified learning must have been awarded within the last five years from the date on your transcript/certificate.
- Your previous study must be mapped/matched across to the equivalent OCA course unit(s).
- You must commence study on the qualification in the within 6 months of the outcome of the RPL application for a non-cohorted qualification and for the next available intake for a cohorted qualification.
- If your credits have been achieved outside of the UK, you will need to obtain a Statement of Comparability report from [UK ENIC](#).

Depending on the programme you wish to study and gain exemption from, you may need to apply for exemption from core course units and select relevant elective units or apply for exemption from a specific set of units. Please check the

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

Programme Specification for your intended programme to find out which course units you need to research in order to inform your application.

There are four factors which may affect the level of credit you are awarded:

Factor One: Course Mapping

Your prior learning must map/match to equivalent OCA course unit(s). If it is not clear from the evidence provided what was involved in your prior study, then we may contact you for additional information.

Factor Two: Future study path

Your intended future study path is the other deciding factor which could affect the amount of credit awarded. For example, someone with a HND in Fine Art could look to gain the maximum 240 credit exemption if they intended to complete an undergraduate degree in Painting as there may be similarities in the subject areas. However, if they wished to pursue study in Photography, then they may only receive the minimum credit transfer or may not be eligible at all, as the units may not be mappable to the units offered on the new degree programme.

Factor three: Selection of creative work

RPCL candidates for all subjects must upload a sample of their creative work for review, alongside their certificates (to a digital folder which will be shared with them post-application). This should be accompanied by a short statement

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

explaining the context of each of the selected works. If this work is not of sufficient higher education standard for the level sought, even if supporting transcripts/certificates are at the required level, exemption from OCA course unit(s) may not be granted.

Factor four: Average level mark of previous study

Applicants must provide a transcript of the marks obtained from previous study. If the average level mark is below 50% then we may require additional evidence from you to support your application. This ensures OCA can provide any further support such as communications with the Programme Leader to ensure applicants understand the next stage requirements.

How do I apply for RPCL?

To apply for RPCL you will need to complete an RPL application form on the OCA website which will initiate the process to seek exemption from one of our degree programmes by evidencing prior certified learning.

See the *Credit Exemptions* page of the OCA website here:

<https://www.oca.ac.uk/credit-exemptions/>

What are the charges for RPCL applications?

There is a standard £250 fee for application. This fee is charged regardless of whether your application is successful or not. This fee may be waived for returning students.

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

When can I submit my RPCL application?

You can submit an application at any time during the year, but applications can only be accepted prior to study with OCA.

How do I submit my application for RPCL?

After you have applied for RPCL, we will make arrangements to collect the relevant payment for the process (details of which are outlined in the application form). Upon receipt of payment, we will then provide you with a digital folder into which you can upload your required documentation.

What happens after I have applied?

Once you have submitted a full RPCL application, we will acknowledge receipt and then process your application. Your application will be presented to a member of OCA's Academic Staff, who will review your application and make a recommendation of what exemption you should be awarded.

The applications will be reviewed and approved by OCA's Director of Curriculum & Quality. We will then send you a detailed breakdown letter, advising you which course unit(s) you have been given exemption from and which course unit(s) you must then study to complete the programme. The credit exemption you are awarded will be registered with our accrediting university.

Version number:	Status:	Owner:	Approved By:	Date of Approval:	Date of Next Review:
1	Approved	Stephanie Gillott	OCA Board	7 June 2022	June 2023
2	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2023	June 2024
3	Approved	Stephanie Gillott	CQC (Chair's Action)	July 2024	June 2025
4		Stephanie Gillott	Academic Board (Chair's Action)	July 2025	June 2027

How long will it take to receive the outcome of my application?

We aim to get an answer to you within a maximum of 12 weeks of receiving your application and will contact you via email.

What if I do not agree with the outcome of my RPCL application?

Please note that you cannot appeal the outcome of your RPCL application if it questions the academic judgement of the member of OCA Academic Staff. However, if you feel that you have other grounds for appeal then please review [OCA's Academic Appeals Policy](#)

Please also note by submitting an RPCL application, OCA reserves the right to use any or all of your application as an example for future potential applicants. OCA advises that in order to comply with GDPR and Data Protection legislation that the application would be redacted and anonymised to ensure there was no identifying data available to other applicants.