



Accreditation Handbook 2022-23

Contact the accreditation administrator at accreditation at NursingRPL@kd.ac.uk for help and advice

Contents

SECTION 1

Credit Accumulation and Transfer Scheme and Accreditation of Prior Learning (RPL)3

1.1 Introduction & Welcome	3
1.2 Accreditation Terminology	3
1.3 The Accreditation Panel	4
1.4 Advanced Standing Entry to Level 6 or Level 7 Study	4
1.5 Accreditation Fees	5

SECTION 2

Preparing and Submitting an Application for Accreditation	6
2.1 Discussion with an Accreditation Consultant	6
2.2 Completion of the Accreditation Claim Form	6
2.3 Compiling an Accreditation Profile	6
2.4 Submitting an Accreditation Profile	6
2.5 Submission/Panel Meeting Dates	7
2.6 The Assessment Process	7

SECTION 1

Credit Accumulation and Transfer Scheme and Recognition of Prior Learning (RPL)

1.1 Introduction & Welcome

Welcome to your studies at the Florence Nightingale Faculty of Nursing, Midwifery, & Palliative Care King's College London. This handbook provides information about the Credit Accumulation and Transfer Scheme (CATS), and the process of making a Recognition of Prior Learning (RPL) claim. This can form an important part of your studies with us.

1.2 Accreditation Terminology

The term 'recognition of prior learning' (RPL) is used to encapsulate the range of activity and approaches used formally to acknowledge and establish publicly that some reasonably substantial and significant element of learning has taken place (QAA 2004).

This incorporates: -

- Recognition of prior certificated learning (RPCL) The identification, assessment and formal acknowledgement of learning and achievement which is at a higher education level that occurred at some time in the past, prior to entry to a programme of study, but which has not led to the award of credits or qualifications positioned on the Framework for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ), and for which the learning was awarded some form of official recognition.

Certificated Learning must have been undertaken no more than five (5) years before the proposed date of entry to the programme of study for which exemption/credit is being sought. Where the Certificated Learning is more than 5 years ago the applicant also submits a supplementary RPEL claim to demonstrate how the learning informs practice and has been updated.

- Recognition of prior experiential learning (RPEL) The identification, assessment and formal acknowledgement of learning and achievement that occurred at some time in the past prior to entry to a programme of study, but not in the context of formal education or training. RPEL can also be used to demonstrate continued professional development when a Certificated Learning was completed over 5 years before the proposed date of entry to the programme of study.

The basis of accreditation is the Credit Accumulation & Transfer Scheme (CATS). CATS works by assigning each academic module a credit rating at a particular academic level. The credit rating reflects the length of the module or hours of study required, and the academic level is determined according to the standard required for assessment.

Level 4 - Equivalent to the first year of a full-time honours degree - 120 credits

Level 5 - Equivalent to the second year of a full-time honours degree - 120 credits

Level 6 - Equivalent to the final year of a full-time honours degree - 120 credits

Level 7 - Equivalent to Masters level study - 180 credits

120 credits at Level 4 and 120 credits at Level 5 are required for a Diploma of Higher Education (Dip HE).

In the current academic year (2022/23) up to 30 level 6 credits can be brought into post-qualification undergraduate and post graduate degree programmes and up to 120 level 7 credits can be brought into Masters programmes of study via recognition of prior learning. CATS therefore enable you to utilise prior learning to count towards your current programme of study. In order to do this, you must demonstrate how a previously completed module (or modules) or experiential learning can be mapped against the learning outcomes of a module (or modules) on your current programme of study and how the prior learning could be potentially useful to you as a registered practitioner.

RPL is only granted for whole modules and never for part of a module. The minimum award for this process is 15 credits. Modules are 15, 30 or 60 credits.

Credits earned cannot be used towards an award more than once.

RPL is only awarded when a student is registered/enrolled on a programme of study.

1.3 The Accreditation Panel

Decisions about the level and amount of credit to be awarded for prior learning are made by the Accreditation Panel, based on the evidence that you can provide about the learning from your previous modules or other relevant experiences. The Accreditation Panel meets once per term to review recommendations of the accreditation assessors and award credit accordingly.

1.4 Advanced Standing Entry to Level 6 or Level 7 Study

RPL can also be utilised to gain entry into level 6 or level 7 study as an advanced student e.g. direct entry to the final year of a post-qualification degree programme of study, or entry to a Masters programme without an undergraduate degree.

Advanced Standing applicants are required to submit a portfolio of evidence to the Accreditation Panel that demonstrates both the ability to study at Level 6 or Level 7, depending on the programme being applied for, and that prior learning undertaken (RPCL or RPEL) equates to the required number of credits. In the portfolio, applicants are expected to be able to demonstrate evidence that they are:

- Able to develop their own professional practice, e.g. extending the scope of professional practice
- Experienced in clinical practice initiatives, such as involvement in an audit of clinical practice
- Actively integrating contemporary nursing/midwifery knowledge with practice e.g. changing an aspect of clinical practice
- Able to utilise research to provide evidence-based practice

Applicants could also provide evidence of prior certificated learning that informs your professional practice e.g. certificate in management studies or post-qualification modules studied at another higher education institution.

The Accreditation Panel will utilise a range of criteria to assess the portfolio, seeking evidence of the ability to critically analyse practice both in written work and oral discussion. This allows for flexibility in presentation and content of the portfolios in order to allow the submission to be tailored to the individual's clinical experience. In some circumstances the portfolio entries will need to be supported by a letter from an appropriate manager.

Students seeking advanced standing for entry to a Masters programme should be aware that admission to the programme is not automatic on successful completion of an accreditation claim and should discuss other entry requirements with the appropriate programme/pathway leader. Students without an undergraduate degree will normally be expected to show evidence of passing a research methods module at level 6, for example, or may be required to undertake their first level 7 module on a free-standing basis, before transferring onto the programme. Any student entering their Masters programme as an advanced student by virtue of prior award of a Post-Graduate Diploma will only be permitted to join the MSc Advanced Practice and not specialist pathways.

1.5 Accreditation Fees

Fees for making accreditation claims are as follows:

- £190 per 15-credits (maximum fee of £760 for 60 credits)
- £760 for advanced standing accreditation (equivalent to 120 credits)

Payment for the RPL claim is required at the time of application and the correct fee should be paid online at <http://estore.kcl.ac.uk/>

Note that fees are non-returnable if the application for accreditation is not successful.

SECTION 2

Preparing and Submitting an Application for Accreditation

2.1 Discussion with an Accreditation Consultant

Applicants applying for RPL must discuss the potential for this with the programme lead and an Accreditation Consultant. Please contact the administration team to arrange a discussion with an Accreditation Consultant NursingRPL@kcl.ac.uk

2.2 Completion of the Accreditation Claim Form

You should complete the accreditation claim form, which can be found on the website

This forms an important part of your claim and ensures that the claim will be processed quickly and accurately. The form is largely self-explanatory:

- Section 1 requires you to enter your contact details.
- Section 2 asks you to identify what you wish to claim for - RPCL or RPEL
- Section 3 RPCL applications require a brief summary of prior certificated learning
- Section 4. RPCL for certificated learning completed more than 5 years ago updated with experiential learning, asks you to map ongoing learning and demonstrate how you use this knowledge and skills in your current role.
- Section 5 RPEL applications, require a summary of the experiential learning.
- Section 6 Declaration requires you to print your name to confirm all details are correct

2.3 Compiling an Accreditation Profile

The accreditation claim form must be accompanied by detailed documentary evidence of prior certificated or experiential learning.

- Documentation (including photocopies of certificates) in support of each module of certificated prior learning to be considered. This may include examples of your own written work, module handbooks etc. Please see the RPL CLAIM FORM for more information. Please note original certificates may need to be seen by the Panel; however scanned copies can be included in the claim.

Information about modules and programmes of study is available in module and programme handbooks, which can be accessed online.

2.4 Submitting an Accreditation Claim Form

Before submitting a profile, please make sure that the accreditation claim form and profile of supporting evidence are complete and accurate and that all the required information has been provided.

The form should be submitted as an email attachment in Word to NursingRPL@kcl.ac.uk

Please do not hesitate to contact the administration team should you have any further queries about the progress of your claim: NursingRPL@kcl.ac.uk

2.5 2022/23 Submission/ Panel Meeting Dates

Submission Date: 3 August 2022; Accreditation Panel: 14th September 2022

Submission Date: 5 October 2022; Accreditation Panel: 16th November 2022

Submission Date: 30th January 2023; Accreditation Panel: 22nd February 2023

Submission Date: 15th June 2023; Accreditation Panel: 28th June 2023

Submission Date: 1st September 2023; Accreditation Panel: 27th September 2023

Submission Date: TBC October 2023; Accreditation Panel: TBC November 2023

Applications should be submitted 4 weeks before the panel. Please see the submission dates on the website.

2.6 The Assessment Process

Each application is assessed by a panel member using the relevant learning outcomes and a recommendation is reviewed and approved by the Accreditation Panel

Feedback and written confirmation of the outcome of the accreditation claim will be sent to you within one week of the Panel meeting. Under normal circumstances there is a period of three months to re-submit a claim if it has been rejected on the first submission. Only two attempts will be permitted to gain successful accreditation.