

## SITS POLICY & PROCEDURES

**Title:** Recording Recognised Prior Learning (RPL) or Accredited Prior Experiential Learning (RP(E)L) via Student Module Credits (SMC)

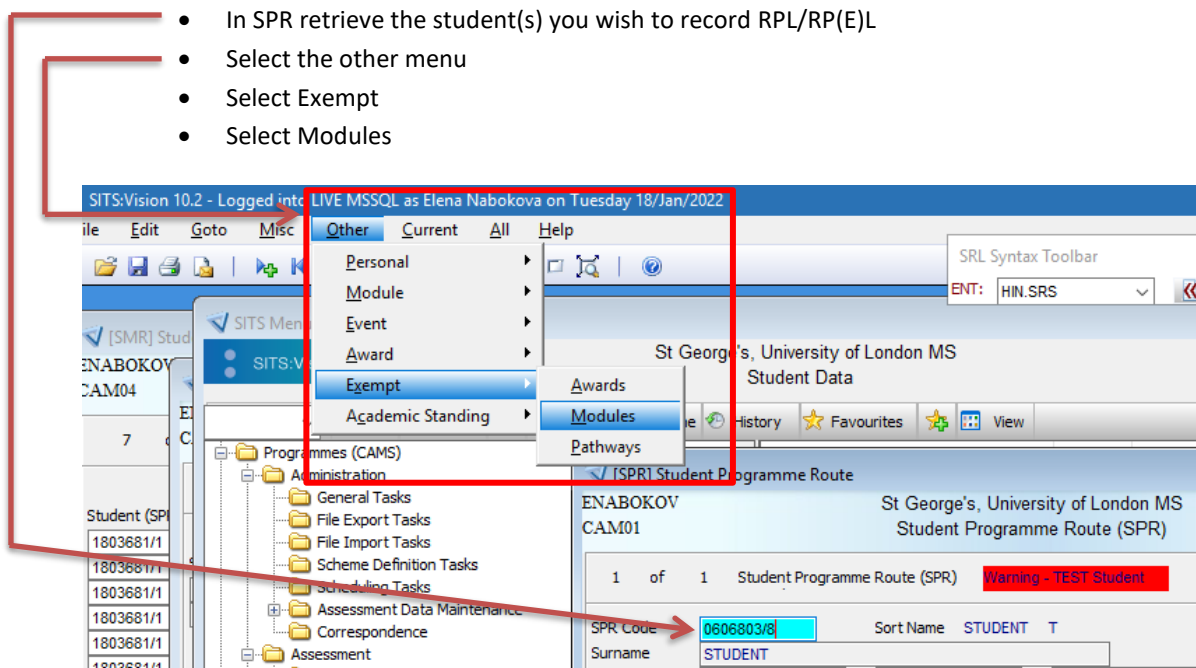
Where students qualify for RPL or RP(E)L which exempts them from having to under-take a particular module this needs to be recorded to ensure the accuracy of the data held on SITS and to ensure our statutory obligations are met. These should be recorded and reported to the relevant Board of Examiners in Term 1 of a student's studies: **all RPLs should be recorded at the entry point** and not when the awards are calculated. Additionally, processes being undertaken within CAMS such as Progression and Award require a full history of the credits a student has achieved, including those achieved via RPL or RP(E)L.

The process for recording RPL/RP(E)L is driven from the Student Programme Route (SPR) screen.

### Creating a Student Module Credit (SMC) Record

#### *If a student is being exempt from a compulsory module*

- 1) Select SPR from the Menu screen.
  - In SPR retrieve the student(s) you wish to record RPL/RP(E)L
  - Select the other menu
  - Select Exempt
  - Select Modules



- The SMC screen will appear

## 2) Fill in the required details on SMC

- The module code that the student is exempt from (*TAB out of this box and the system will then automatically populate relevant module information in the rest of the screen NB: some of this will need to be edited*)
- The academic year – usually the current academic year
- The taken credits (Ensure only the taken credits box contains any information if the RPL/RP(E)L has not been approved)
- Module type needs to read APL, if reading otherwise this needs to be changed
- The reason for exemption from the module
- Institution (if known)
- Store (F6 or use store icon)

**NB:** Where RPL/RP(E)L has yet to be approved the credits and approver information should be left blank until the RPL/RP(E)L has been approved

## 3) **Approving RPL/RP(E)L** - Once RPL/RP(E)L has been approved it can be recorded on the SMC record on creation or at a later point:

- If not already in the relevant SMC record retrieve this via SPR (as shown in step 1)
- Complete the credits field with the number of credits of RPL/RP(E)L is approved
- Complete the approver details in the Approver field
- Complete the approved date to signify when the RPL/RP(E)L was formally approved
- Ensure count in the process is complete
- Store the updated record

The record should look similar to the below:

### Example Completed SMC Record

[SMC] Student Module Credits

ENABOKOV St George's, University of London MS 02/Oct/2023  
CAM01 Student Module Credits (SMC) CAM\_SMC

1 of 2 Module Credit (SMC) records

SPR code	0606803/1	STUDENT T	Created date	18/May/2022
Module	AHP503	AHP503	Updated date	18/May/2022
Sequence	1		Updated by user	ENABOKOV
Academic year	2021/2	2021/22	Agreed hours	
Period	Y	YEAR	Approved date	
Module type	APL	APL	Approved by user	
Scheme	SG	SG		
Level	5	UG YR 2	Credits / Taken	30.00 30.00
Mark scheme			Mark / Formatted	75 75
Selection Status			Grade	
School code			Diet	
Institution code			Sequence	
Reason for APL	Certificated Prior Learning			
Used Exemption	<input type="checkbox"/>		Cross-credited	No
Count in process	<input checked="" type="checkbox"/>		Cross-Credit SPR	
APEL Indicator	2			
Route Switch status				
Lock	<input type="checkbox"/>		Skip MMR	<input type="checkbox"/>
Off-Diet Exemption	<input type="checkbox"/>			
Credit Transfer	1	CATS		
Module title	Paramedic Science Level 5 RAD			
Reason	TEST STUDENT			
	Medicine 5 Year - MBBS Medicine Programme			

Should be populated with a name of person who approved RPL

APEL indicator should be = 2

Choose appropriate code

**Completing SMCs for non-compulsory modules/modules brought from another University:**

- 1) Same as step 1 above
- 2) Fill in the required information on SMC
  - Enter a dummy module code, e.g PG RPL/RP(E)
    - 15 Credits – PGAPL15
    - 30 Credits – PGAPL30
    - 45 Credits – PGAPL45etc...
  - **NB: all other RPL modules follow a similar coding structure.**
  - Academic year
  - The taken credits  
(Ensure only the taken credits box contains any information if the RPL/RP(E)L has not been approved)
  - Module type needs to read APL, if reading otherwise this needs to be changed
  - The reason for exemption from the module
  - Institution (if known)
  - Store (F6 or use store icon)
- 3) Approve the RP(E)L as described in step 3 previously and ensure the record is complete as demonstrated on the previous page.

[SMC] Student Module Credits

ENABOKOV CAM01

St George's, University of London MS

Student Module Credits (SMC)

29/Jan/2024

CAM\_SMC

1 of 1 Module Credit (SMC) records

SPR code	0606803/3	STUDENT T	Created date	29/Jan/2024	
Module	PGAPL15	PGAPL15	Updated date	29/Jan/2024	
Sequence	1		Updated by user	ENABOKOV	
Academic year	2023/4	2023/24	Agreed hours		
Period	Y	YEAR	Approved date		
Module type	APL	APL	Approved by user	ENABOKOV	
Scheme	SG	SG			
Level	7	MASTERS	Credits / Taken	15.00	15.00
Mark scheme	PGNM0	PGNM0	Mark / Formatted	66	66
Selection Status			Grade	B+	
School code			Diet		
Institution code	K84	KING	Sequence		
Reason for APL	Certificated Prior Learning				
Used Exemption	<input type="checkbox"/>		Cross-credited	No	
Count in process	<input checked="" type="checkbox"/>		Cross-Credit SPR		
APEL Indicator	2				
Route Switch status					
Lock	<input type="checkbox"/>		Skip MMR	<input type="checkbox"/>	
Off-Diet Exemption	<input type="checkbox"/>				
Credit Transfer	1 CATS				
Module title	Post Graduate Accredited Prior Certificated Learning				
Reason	Kingston module SWM707 Domestic Violence				
TEST STUDENT					
MSc in Health Sciences - MSc in Health Sciences - PT					

### **Deleting Student Module Selection (SMS) and Student Module Taking (SMO) Records**

Where a student has been granted an exemption from a compulsory or optional module any Student Module Taking (SMO) records that have been created must be deleted via RSM/XSM to ensure that no SMR records are generated.