

Royal Academy of Dance  
Faculty of Education

Accreditation of Prior Learning  
Policy and Procedure

## 1. Introduction

- 1.1. The Faculty of Education (FoE) is keen to widen access to its programmes of study and encourage Lifelong Learning. To this end a system of Accreditation of Prior Learning (APL) has been developed. In assessing applications for APL the Faculty of Education will treat all applicants equally and fairly in line with the Royal Academy of Dance's (RAD) Equality, Diversity and Inclusion Policy.
- 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 APL and by which requests are granted or declined are outlined.
- 1.3. This document should be read in conjunction with the Faculty of Education's Admissions Policy and Procedure.
- 1.4. This document is designed to provide information to applicants considering making an application for APL in respect of a programme of study. It is also for use by administrative and academic staff tasked with operating the system.

## 2. Precepts

- 2.1. Applications for APL will be considered for all modular programmes consisting of at least 120 credits. This includes the following programmes of study:
  - 2.1.1. MA in Education (Dance Teaching)
  - 2.1.2. Postgraduate Diploma in Education (Dance Teaching)
  - 2.1.3. BA (Hons) Ballet Education
  - 2.1.4. BA (Hons) Dance Education
  - 2.1.5. Diploma of Higher Education: Dance Education
  - 2.1.6. Certificate of Higher Education: Dance Education
  - 2.1.7. Certificate in Dance Teaching (Ballet)
- 2.2. The APL process requires academic staff to assess in detail the information and documentation provided by the applicant in order to establish that the applicant's prior (experiential) learning meets Module Learning Outcomes of the chosen programme of study. An administrative fee will be charged for any application for APL. Should APL be granted

- the administrative fee will be used to cover the applicant's registration fee should they accept their place on the programme.
- 2.3. This system of APL is for use where an applicant to a programme of study wishes to be considered for credit in respect of specific modules of study on an identified programme of study.
  - 2.4. Applications for admission onto a programme of study and APL applications are considered separately. APL applications will not be considered unless an offer for a programme of study has been accepted. The APL application needs to address the question whether the applicant has sufficient knowledge and skills to gain credit in respect of specific modules of study.
  - 2.5. Credit may be considered in respect of Prior Certificated or Prior Experiential Learning.
  - 2.6. Credit is awarded entirely at the discretion of a member of Faculty of Education Senior Management in consultation with appropriate Programme Managers.
  - 2.7. An application for APL does not automatically result in an award of credit being made.
  - 2.8. Staff must not enter into specific discussion with an applicant regarding her/his request for APL and may not pre-empt the decision of the FoE SM by predicting a likely outcome.
  - 2.9. All applicants must be treated equally and must apply using the established procedure to ensure equitable treatment.
  - 2.10. Credit may be granted only where evidence can be provided by the applicant that s/he has already achieved the skills and knowledge that would have been achieved had s/he studied for the module(s) for which exemption is sought.
  - 2.11. The responsibility for providing sufficient evidence that the appropriate skills and knowledge have been achieved rests solely with the applicant.
  - 2.12. The minimum number of credits that must be taken at the Royal Academy of Dance in a single registration period to achieve an award is detailed in tables 1 and 2 below:

Table 1

|                                  |                                                                                                                                                               |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Award Title                      | Credits that must be studied with the University of Bath (including with an associated or partner institution) in order to achieve a University of Bath Award |
| Certificate of Higher Education  | <b>75</b> out of <b>120</b> at FHEQ Level 4                                                                                                                   |
| Diploma of Higher Education      | <b>165</b> out of <b>240</b> at FHEQ Level 5                                                                                                                  |
| Bachelor's Degree (with Honours) | <b>240</b> out of <b>360</b> credits, of which <b>90</b> must be at FHEQ Level 6                                                                              |
| Postgraduate Diploma             | <b>75</b> out of <b>120</b> credits at FHEQ Level 7                                                                                                           |
| Masters                          | <b>120</b> out of <b>180</b> credits at FHEQ Level 7                                                                                                          |

Table 2

|             |                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------|
| Award Title | Credits that must be studied with the Royal Academy of Dance in order to achieve a Royal Academy of Dance Award |
| Certificate | <b>75</b> out of <b>120</b> at Level 4                                                                          |
| Diploma     | <b>75</b> out of <b>120</b> at Level 5                                                                          |

- 2.12.1. A student registered for a 360-credit programme who has been awarded more than 45 credits at FHEQ Level 4 will not be eligible for a FHEQ Level 4 exit award.
- 2.12.2. A student registered for a 180-credit programme who has been awarded more than 45 credits at Masters level will not be eligible for the exit award of Postgraduate Diploma.
- 2.13. Credit will be awarded in units of 15 or 20 credits.
- 2.14. Credit will be awarded for entire modules only.
- 2.15. Applications for APL may be considered for modules at any level.
- 2.16. APL will not be granted for major projects or dissertations.
- 2.17. Students who exited with a subsidiary award, e.g. Postgraduate Diploma in Education (Dance Teaching), and wish to re-register on the same programme to progress to a higher level or to complete the full award, e.g. MA in Education (Dance Teaching), will need to rescind the original qualification and return the parchment to Registry. An APL application will only need to be submitted if the student wishes to gain additional exemptions.

- 2.18. Exempted modules will not contribute to the calculation of the overall mark for the level or for the final award. The final mark will be calculated using only the modules completed as part of the programme.
- 2.19. Modules for which APL has been awarded will be recorded as 'Exempt'. Transcripts will record EXM but will not show a mark.
- 2.20. Students granted APL will not receive a reduction of their tuition fees.

### 3. Procedure

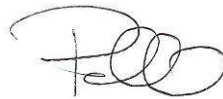
- 3.1. Information on the FoE pages on the RAD website alerts applicants to the existence of the Royal Academy of Dance's system of APL.
- 3.2. Applicant contacts Registry for further information.
- 3.3. Applicant is provided with:
  - 3.3.1. the RAD's policy and procedure on APL;
  - 3.3.2. an application form (appendix 1);
  - 3.3.3. an application check list (appendix 2);
  - 3.3.4. module summaries for the modules for which exemption is sought.
- 3.4. Applicant completes application form fully as instructed on the application form and appends to the application:
  - 3.4.1. comprehensive, relevant evidence in support of their application. Evidence must be provided in English.
  - 3.4.2. original Certificates of any certificated learning. Certificates which are not in English must be accompanied by a certified English translation.
  - 3.4.3. fee, currently £120 pounds sterling.
  - 3.4.4. self-addressed envelope for the return of the original documents.
- 3.5. Applications for APL will not be considered if received after the closing dates: 30 June for entry in the following September, 1 October for entry in the following January.
- 3.6. On receipt of application for APL Registry will:
  - 3.6.1. photocopy all Certificates and return originals to applicant using envelope provided;

- 3.6.2. generate an APL Approval Form (appendix 3) and link the application to the applicant's file if not received simultaneously.
- 3.7. File is passed to the Programme Manager.
- 3.8. Programme Manager makes an initial assessment of the evidence provided. At this stage they may:
  - 3.8.1. reject application if it is late or incomplete;
  - 3.8.2. request further information;
  - 3.8.3. carry out a full investigation.
- 3.9. If further evidence is required the Programme Managers will advise Registry, who will contact the applicant. Further evidence requested may take the following form:
  - 3.9.1. verification of certificated learning;
  - 3.9.2. evidence of experiential learning (e.g. business plan, lesson plans, marketing policy);
  - 3.9.3. essay or other appropriate assignment;
  - 3.9.4. interview (telephone, video or face to face);
  - 3.9.5. practical evidence in a form to be agreed.
- 3.10. Once the Programme Manager is satisfied that there is sufficient evidence on which to base a decision s/he will, in consultation with the appropriate Module Tutors, investigate the application fully. The decision will be recorded on the APL Approval Form, verified by a member of Faculty of Education Senior Management and will be passed to Registry, who will:
  - 3.10.1. for all decisions in which an offer of credit is to be made, advise the applicant of the decision in writing.

#### 4. Monitoring and Review

- 4.1. APL Approval Forms will be stored on the applicant's file and in a separate file, which will act as a reference for Faculty of Education Senior Managers and will be used to ensure parity of decisions across programmes and cohorts.

- 4.2. All decisions on APL will be reported to the appropriate Learning, Teaching and Quality Committee meeting and in the Annual Programme Review.
- 4.3. Policy and procedure for APL will be reviewed annually and any recommendation for change will be made to the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance for approval.

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|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Created                                                                                                             | September 2003                                                                      |
| Reviewed by the Policy and Strategy Committee                                                                       | 21 May 2024                                                                         |
| Ratified by the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance                      | 3 June 2024                                                                         |
| Signed on behalf of the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance by the Chair |  |
| Review Date                                                                                                         | May 2025                                                                            |