



LEEDS
BECKETT
UNIVERSITY

Academic Regulations Admissions

Section 2

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Section 2

Admissions

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Contents

2.1	Purpose	1
2.2	General Principles of Admissions.....	1
2.3	Standard Minimum Entry Requirements.....	2
2.4	Recognition of Prior Learning	3
2.5	Types of Recognition of Prior Learning (RPL)	3
2.6	Assessment of RPL	3

Section 2: Admissions

2.1 Purpose

This section of the Academic Regulations provides a framework for decisions taken on applications to all taught courses. This includes decisions relating to the recognition of equivalent prior learning against course entry requirements or elements of the course itself.

2.2 General Principles of Admissions

All applications for admission to the University will be treated with equity, fairness and consistency and processed by trained and experienced staff in accordance with relevant University procedures.

Prospective applicants for admission to the University will be provided with current, sufficient, relevant and accurate information to enable them to make an informed decision in respect of application to courses of study offered by the University. This will include information about minimum course entry requirements and the mechanisms by which entry will be assessed.

The admission of any student to a course of study is based on an academic judgement that the applicant has satisfied the entry requirements and may, therefore, reasonably be expected to meet the learning outcomes of the course and to achieve the standard of the award.

For apprenticeships, applicants will also be required to provide evidence of eligibility to join the apprenticeship, in line with Education and Skills Funding Agency (ESFA) requirements.

The University may specify entry routes based on Recognised Prior Learning (RPL) as being equivalent to standard entry criteria and consider these through normal admissions processes. The University may also specify RPL routes to facilitate direct entry part way through a course, and consider these alongside entry criteria equivalence through normal admissions processes.

An applicant may be granted RPL if the University is satisfied that s/he has fulfilled some of the assessment and progression requirements of the course of study by means other than attendance and, by completing the remaining requirements, will be able to meet the learning outcomes of the course of study and attain the standard required for the award.

Admission policies and procedures will be regularly monitored and reviewed to ensure their currency, relevance and appropriateness.

The University will operate formal complaint and appeal procedures which aim to deal with identified concerns in a fair and timely manner, through relevant University procedures.

2.3 Standard Minimum Entry Requirements

Standard minimum course entry requirements:

Entry to Level 4

A pass in two subjects equivalent to Qualifications and Credit Framework (QCF) level 3 and in addition English and Mathematics at GCSE grade C or above or QCF level 2 equivalents

Entry to Level 5

A pass in a relevant subject equivalent to QCF/ Framework for Higher Education Qualifications (FHEQ) level 4. This is equivalent to 120 credit qualifications such as a Higher National Certificate (HNC); or Certificate of Higher Education (CertHE)

Entry to Level 6

Pass in a relevant subject equivalent to QCF/ FHEQ level 5. This is equivalent to 240 credit qualifications such as a Higher National Diploma (HND) or Foundation Degree.

Entry to Level 7

One of the following:

- an honours degree at 2:2 classification or above
- a postgraduate diploma
- a professional qualification recognised as being appropriate for entry at graduate level.

Other qualifications, including international and professional, which demonstrate that an applicant possesses appropriate knowledge and skills, may be acceptable. Some courses may specify additional entry requirements.

English Language Requirement

Normally, English Language, GCSE grade C or above, or an equivalent QCF level 2 qualification is required for entry to all course. For those whose first language is not English, IELTS with a score of 6.0 (with no skill below 5.5) will be accepted as an equivalent qualification. Where this level of English Language differs, either higher or lower, this will be stated in the entry requirements criteria.

For apprenticeships, expectations regarding English (and Maths) qualifications will align with the relevant Institute for Apprenticeships and Technical Education (IFaTE) Apprenticeship Standard and Assessment Plan and ESFA requirements.

The University requires evidence of personal, professional and educational experience which provides an indication of the ability of the student to meet the entry requirements for the course of study.

2.4 Recognition of Prior Learning

Applicants may request exemption from modules or levels of a course, based on their previous qualifications and/or experience. Where this applies the University's Recognition of Prior Learning (RPL) process will be followed.

2.5 Types of Recognition of Prior Learning (RPL)

RPL is the overarching term for the process of assessing, recognising and/ or awarding credit for prior certificated and experiential learning. University RPL arrangements relate to applications from individual applicants.

There are three types of RPL: Recognition of Prior Certificated Learning (RPCL), Recognition of Prior Experiential Learning (RPEL) and Credit Transfer.

RPL may be considered against undergraduate and taught postgraduate awards.

Applicants may claim RPL against up to two thirds of the total credit value of the university target award. However, in all cases a minimum of one third of the total credit of the target award, or 60 credits - whichever is the higher - must be studied at the University. No university award may be made solely on the basis of RPL.

RPL may not be awarded against L6 credit of an Honours or Ordinary Degree.

RPL may only be awarded against whole modules, not specific learning outcomes/assessments.

2.6 Assessment of RPL

All applications for RPL will be assessed against specific module or level learning outcomes and criteria specified in the RPL procedure by a suitably qualified member of academic staff.

The credit awarded as part of the RPL process will not include marks, will count as credit only and will, therefore, not count towards any progression, award or honours degree classification calculation.

Credit from an achieved qualification at a specific undergraduate level or postgraduate stage, awarded by Leeds Beckett or another educational institution, cannot normally be used against another award at the same level/ stage, for example a DipHE against a DipHE, **in the same cognate area**. This is known as “double counting”.

Course documentation must be explicit in stating where there are Professional, Statutory or Regulatory Body (PSRB) requirements that might affect an applicant’s or student’s ability to make an RPL claim for specific credit against certain modules.

The University may enter into an articulation agreement with another institution whereby a course of study at that institution is recognised as meeting the requirements for admission, or direct entry, for defined provision of the University. Articulation agreements must be approved in accordance with university guidance. Applicants admitted through articulation agreements are not required to submit individual requests for RPL.