

Policy: Transfer of Credit, Recognition of Prior Learning (RPL), Exemptions, and Learner Withdrawal

Effective Date: 1 April 2026

Review Date: Annually

Approved by: Quality Assurance Board

1. Policy Statement

Footprint School of Business (FSOB) is committed to ensuring that:

- Learners are not required to repeat learning already achieved
- Prior achievement is fairly recognised and mapped
- All decisions relating to credit transfer, exemptions, and withdrawal are:
 - Transparent
 - Consistent
 - Evidence-based
 - Compliant with NCFE and regulatory requirements

This policy ensures the integrity of qualifications while supporting flexible learner progression pathways.

2. Scope

This policy applies to:

- All learners registered on NCFE qualifications
- All FSOB staff involved in:
 - Admissions
 - Enrolment
 - Assessment and IQA
 - Quality assurance

It covers:

- Transfer of Credit
- Recognition of Prior Learning (RPL)

- Exemptions
- Withdrawal from programme or qualification

3. Definitions

3.1 Transfer of Credit

Formal recognition of previously achieved certificated learning from:

- NCFE qualifications
- Other Ofqual-recognised awarding organisations

3.2 Recognition of Prior Learning (RPL)

Assessment of previous formal, informal, or experiential learning to determine if it meets:

- Learning outcomes
- Assessment criteria

3.3 Exemption

Exclusion from part of a qualification based on:

- Equivalent prior achievement
- Regulatory approval (where permitted by qualification rules)

3.4 Withdrawal

Formal process of removing a learner from:

- A qualification
- A unit
- The centre

4. Principles

FSOB ensures that all decisions:

- Are valid, reliable, and consistent
- Maintain qualification integrity
- Are fully documented and auditable
- Are compliant with NCFE qualification specifications

5. Transfer of Credit Procedure

5.1 Application

Learners must:

- Submit a Transfer of Credit Application Form
- Provide certified evidence of prior achievement:
 - Certificates
 - Transcripts
 - Unit breakdowns

5.2 Assessment of Eligibility

The Assessor/IQA will:

- Map prior learning against:
 - Learning outcomes
 - Assessment criteria
- Confirm:
 - Relevance
 - Level equivalence
 - Currency (where applicable)

5.3 Approval Process

- Reviewed by Internal Quality Assurer (IQA)
- Approved by Quality Lead/Programme Manager
- Verified against NCFE qualification rules

5.4 Recording

Approved credits will be:

- Logged in learner records
- Clearly identified in assessment tracking
- Reported to NCFE where required

5.5 Limitations

- Credit transfer must comply with qualification-specific rules
- Some units may not permit transfer or exemption

6. Recognition of Prior Learning (RPL) Procedure

6.1 Evidence Requirements

Learners must provide:

- Portfolio of evidence (e.g. work experience, CPD records)
- Witness testimonies (if applicable)
- Reflective statements

6.2 Assessment

Assessors will:

- Evaluate evidence against unit criteria
- Conduct professional discussions where necessary
- Ensure authenticity and sufficiency

6.3 Quality Assurance

- Subject to **IQA sampling and verification**
- Evidence must meet the same standard as assessed work

6.4 Outcomes

- Full achievement of unit
- Partial achievement (gap filling required)
- Rejection (insufficient evidence)

7. Exemptions Procedure

7.1 Eligibility

Exemptions may be granted where:

- Equivalent units have been previously achieved
- Permitted within qualification specification

7.2 Approval

- Must be authorised by Quality Lead
- Must comply strictly with NCFE rules of combination

7.3 Recording

- Clearly documented in learner file
- Recorded in tracking systems
- Available for EQA review

8. Learner Withdrawal Procedure

8.1 Reasons for Withdrawal

- Learner request
- Non-attendance
- Failure to meet requirements
- Financial or personal reasons
- Disciplinary action

8.2 Withdrawal Process

Step 1: Identification

- Tutor or admin identifies withdrawal risk

Step 2: Support Intervention

- Attempt retention strategies:
 - Academic support
 - Welfare support
 - Flexible arrangements

Step 3: Formal Withdrawal

If withdrawal is confirmed:

- Complete **Withdrawal Form**
- Record reason for withdrawal
- Update learner status

Step 4: Notification to NCFE

- Notify NCFE within required timescales
- Ensure accurate registration status

8.3 Exit Information

Learners will receive:

- Confirmation of withdrawal
- Information on:
 - Re-enrolment options
 - Appeals process
 - Certification (if applicable)

9. Recording and Audit Trail

FSOB will maintain comprehensive records including:

- Application forms (RPL, credit transfer, exemption)
- Evidence reviewed
- Assessment decisions
- IQA verification records
- Withdrawal documentation

Records must be:

- Stored securely
- Accessible for NCFE EQA review
- Retained for minimum 5 years

10. Roles and Responsibilities

Admissions Team

- Provide guidance on eligibility
- Collect initial evidence

Assessors

- Evaluate RPL and credit transfer
- Ensure academic integrity

Internal Quality Assurer (IQA)

- Verify decisions
- Ensure consistency

Quality Lead

- Approve final decisions
- Ensure NCFE compliance

Administration Team

- Maintain records
- Update NCFE systems

11. Appeals

Learners may appeal decisions relating to:

- Credit transfer
- RPL outcomes
- Exemptions
- Withdrawal decisions

Appeals must follow the FSOB Appeals Policy.

12. Monitoring and Review

- Annual review through:
 - SAR (Self-Assessment Report)
 - QIP (Quality Improvement Plan)
- Analysis of:
 - RPL success rates
 - Withdrawal trends

13. Compliance with NCFE Requirements

This policy ensures:

- Accurate and timely learner registration and certification
- Valid recognition of prior achievement
- Clear audit trails for EQA inspection
- Protection of qualification integrity

14. Supporting Documents (Required for EQA)

To fully meet NCFE AMR expectations, FSOB maintains:

- RPL Assessment Form
- Credit Transfer Mapping Template
- Exemption Approval Form
- Learner Withdrawal Form

- Withdrawal Tracking Log
- Learner Progression Records