

Recognition of Prior Learning (RPL) Policy

1. Purpose

This policy establishes the framework for the Recognition of Prior Learning (RPL) at GC Academy. RPL enables the institution to assess and acknowledge relevant learning acquired prior to enrolment, whether through formal education, non-formal learning, or professional experience.

2. Scope

This policy applies to prospective and current students who seek admission or credit recognition based on prior learning. RPL may be applied in two areas:

- Access – alternative entry to a programme based on informal or non-traditional learning
- Certification – recognition and transfer of credits from another accredited institution

3. Credit Transfer Policy (Certification)

Transfer of credit from other institutions is permitted only in exceptional cases. Each request is subject to the following conditions:

- Prior learning must have been achieved at an accredited institution
- The module content, credit level, and learning outcomes must closely align with those of the GC Academy programme
- The total volume of transferable credit is limited to a minority of the programme's total credits

4. Student Commitment

Students who are admitted with partial credit transfer must formally commit to completing all remaining modules required for graduation. They must also accept that the institution may not recognise all previously completed credits and agree to complete any missing academic requirements.

5. Application Procedure

Students must submit an RPL application form together with the following documents:

- Official transcripts and course/module descriptions
- Curriculum or syllabus comparisons (if available)
- Supporting evidence of learning outcomes or professional experience

6. Assessment and Approval

All RPL applications are reviewed by the Academic Board. Decisions are based on academic comparability, alignment with programme outcomes, and institutional quality standards. Applicants are informed of the outcome in writing within 20 working days of submission.

7. Appeals

Applicants have the right to appeal an RPL decision under the institution's Academic Appeals Procedure. Appeals must be submitted in writing within 10 working days of receiving the original decision.

8. Policy Review

This policy is reviewed annually by the Quality Assurance Office. Updates are published on the GC Academy website and communicated through the LMS.

