

Access, Transfer and Progression Procedure (ED-SOP-047)

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Department	Education Development Department
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Related Documents	ED-Pol-046 – Access, Transfer and Progression Policy PMEC-F-049 – Recognition of Prior Certified Learning Form PMEC-F-050 – Recognition of Prior Uncertified Learning Form

1. Access Procedural Steps

- 1.1 RCPI provides programme handbooks for all our education programmes that are available on the RCPI website.
- 1.2 The handbooks include the following information for prospective learners:
 - The awarding body
 - Title and type of award
 - Level of award
 - ECTS Credits
 - Entry Requirements
 - Module descriptions
 - Scheme of Assessment
 - Recognition of Prior Learning (RPL) arrangements – Application form and information on RPL
 - Protection of enrolled learners' (PEL) information
- 1.3 Certain education programmes may have a mechanism for selection of learners, or a cap on the number of learners allowed to be enrolled onto a programme. This will be stated in the programme information if relevant.
- 1.4 Learners can apply to a programme if they meet the entry requirements set out in the programme information.
- 1.5 Learners apply through the RCPI website.
- 1.6 If a learner has met the entry criteria but is unsuccessful in attaining a place on the programme, they can appeal this through the [Appeals Policy \(ED-Pol-071\)](#).

2. Recognition of prior learning procedural steps

- 2.1 If a learner is applying for RPL they must submit a completed application form to the Programme Coordinator before registration on the programme.
- 2.2 Further information regarding the RPL process is outlined in the [Recognition of Prior Learning Procedure \(ED-SOP-048\)](#).

3. Transfer and Progression procedural steps

- 3.1 The Programme Board will decide what, if any, transfer, and progression routes are available when developing the programme.
- 3.2 Transfer and progression routes will be outlined in the programme information for prospective learners if relevant.
- 3.3 Transfer and progression routes are considered as part of the RPL process.
- 3.4 Learners can apply to transfer or progress to another education programme by completing the RPL application form and submitting this to the Programme Coordinator.
- 3.5 The Education Specialist, together with the Programme Lead, will review the learners RPL application and a decision will be made and communicated to the learner within the specified time frame outlined in the RPL Procedure.