

HAZEL OAK POLICY REGARDING THE RECOGNITION OF PRIOR LEARNING.

Rationale:

This policy covers students who join Hazel Oak from other learning institutions and who are beginning externally assessed courses taught at Hazel Oak. It acknowledges that some students will join Hazel Oak from other establishments, either from within the UK or from outside the UK and that they will have prior learning relevant to the courses they will follow at Hazel Oak.

Responsibilities of Hazel Oak staff.

At Hazel Oak, staff are committed to maximising the potential of all students and as part of this process carefully assess the ability and prior learning of all students. When a student joins us at the start of an externally assessed course or part way through such a course staff will:

1. Where possible contact the establishment from where the learner has come, and try to obtain evidence of prior learning, eg coursework files and marks.
2. Where possible ensure that any coursework received is properly validated as independently done by the student. This will include meeting any exam board requirements.
3. Where a student comes to Hazel Oak and claims to have passed an externally assessed course the Exams Officer will ask to see evidence of this in the form of certificates issued by an awarding body. If the awarding body is not a UK based body the exams officer may ask to see further evidence to validate the qualification.

Responsibilities of Students joining Hazel Oak:

Students joining Hazel Oak must:

1. Provide the staff at Hazel Oak with relevant information regarding their prior learning, where they do not have the information requested they should give staff a clear indication of who should be contacted so that such information may be obtained.
2. Provide staff with any coursework portfolios that they have.
3. Provide the Exams Officer with any certificates relating to previous courses that they have passed.
4. Give permission to Hazel Oak staff to contact any previous learning establishment attended by the student to verify any claims made by the student with regard to attendance and prior learning.