



Learner Credit Transfer Policy

Scope

This policy applies to all ABE Diploma qualifications on the Regulated Qualifications Framework (RQF) at Levels 4-6. This Policy is a sub-set of the ABE Accreditation of Prior Learning (RPL) Policy. The ABE Learner Credit Transfer Policy is available to learners wishing to accredit learning acquired prior to registering for a current ABE RQF qualification.

It is specifically aimed at ABE learners who were previously registered on ABE QCF qualifications with accumulated QCF unit credits insufficient for an award of a full equivalent ABE RQF Diploma qualification.

This Learner Credit Transfer Policy document applies to learners wishing to transfer ABE QCF unit credits as part completion of a current ABE RQF Diploma. The transfer of older regulated credits (for example, NQF), should refer to the forthcoming ABE Recognition of Prior Learning (RPL) Policy.

Context

Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of unit/s or qualification] that considers whether learners can demonstrate that they can meet all the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

Note: RPL should not be confused with exemption or unit equivalency; please refer to the ABE Exemption Policy if you wish to apply for unit exemptions in your qualification.

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that all the assessment requirements (e.g. learning outcomes and assessment criteria) of a given unit or qualification have been met, the use of RPL is acceptable for claiming a unit, units or a whole qualification. Partial unit completion is not acceptable. Evidence of learning must be:

- Valid
- Reliable
- Not more than ten years old

Application Process

Stage 1 – Guidance for learners

Ahead of enrolling a potential learner, the possibility that they may be able to claim credit towards an ABE RQF qualification using QCF unit credit. If the learner is interested in this, they will need to know the:

- Process of claiming RQF achievement by using this Credit Transfer process
- Sources of support and guidance available to them
- Timelines, appeals processes and any fees involved

Learners who are not affiliated to an ABE accredited centre, and who are registered with ABE as a private learner, may also use this Credit Transfer process to complete their ABE RQF Diploma by applying directly to ABE. Centres and learners will be guided to information on the ABE website and Centre and Learner Portals as appropriate.

Please note that some ABE QCF unit credits may not be valid as part of this process. Similarly, not all ABE QCF qualification units have an RQF Diploma equivalent. Learners are advised to confirm the validity of their QCF credits with ABE prior to making an application.

Learners will need to indicate which ABE RQF Diploma pathway they wish to register for when applying for credit transfer. ABE cannot necessarily guarantee that every learner making an application using the credit transfer process will be registered on the Diploma of their choice – see Stage 4 – Certification below.

Stage 2 – Application Process

Learners, or centres acting on behalf of registered learners, can apply to ABE for advice and confirmation of the number of RQF units required in order to complete the RQF qualification.

Each learner wishing to apply for credit transfer should download and fill in the application form which is located on the Centre and Learner Portals. The completed form should be returned to admissions@abeuk.com.

The Admissions team at ABE will confirm the number of additional units that each learner has to complete in order to secure the RQF qualification.

Stage 3 – Assessment

Learners will register for and submit the required assessments as necessary. The assessment process will be subject to the usual timetables and quality assurance procedures prior to the release of unit results for each assessment session.

Stage 4 – Certification

Once the internal and external quality assurance procedures have been successfully completed, certification takes place as normal.

Successful learners will receive an ABE RQF Diploma qualification in Business Management as the default outcome unless prior arrangement has been made with ABE for the award of one of the two other pathway Diplomas in either Business Management and Human Resources or Business Management and Marketing.

Please note that all ABE RQF Diploma certificates issued as part of the Credit Transfer process will be ungraded.

Stage 5 – EARs and Appeals

As with any assessment decision on procedural grounds, if a learner wishes to appeal against a decision made about their assessment, they need to follow the standard ABE Enquiries and Appeals procedures.

Regulatory References

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to ABE's status as an awarding organisation will reference any particular conditions and criteria that they address. This policy addresses the following regulatory criteria and conditions:

Ofqual General Conditions of Recognition
Condition E10: Recognition of Prior Learning
Condition H5: Results for a qualification must be based on sufficient evidence