

Recognition of Prior Learning (RPL) Policy and Procedures

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1. Purpose

The Changist seeks to enable learners to avoid the duplication of learning and assessment where the learner can provide evidence that they have already achieved the necessary knowledge, understanding and/or skills.

This policy outlines how we will use Recognition of Prior Learning (RPL) to recognise prior learning to allow learners to achieve qualifications in the most efficient way.

2. Audience

This document is for use by the following:

- Approved centre staff
- Tutor/assessors
- internal quality assurers
- Quality manager
- Learners registered on approved qualifications and units

3. Definitions

Recognition of Prior Learning (RPL) Ofqual defines RPL as the

1) identification by an awarding organisation of any learning undertaken, and/or attainment, by a Learner

a) prior to that Learner taking a qualification which the awarding organisation makes available or proposes to make available, and

b) which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and

2) recognition by an awarding organisation of that learning and/or attainment through amendment to the requirements which a Learner must have satisfied before the Learner will be assessed or that qualification will be awarded.

4. Policy

Recognition of prior learning (RPL) is a process by which learners are recognised for knowledge, understanding or skills they have already achieved. RPL is used to recognise a learner's achievement outside the rules of combination for a qualification where this achievement is deemed to be equivalent to the demands of the unit(s) against which it is being considered. Our approach to RPL encompasses learning that is either supported by formal certificated achievement or informal, non-certificated learning or experience. In order to be considered eligible for RPL, the learner will need to show that the knowledge, understanding or skills they already have means that they do not need to repeat units or complete additional assessment

activity. The learner may also need the support of their employer or other organisation (e.g. if they have worked as an unpaid volunteer) in order to be able to confirm achievement of assessment criteria for practical tasks where there may be no tangible evidence available.

Evidence obtained through RPL must meet the same rigorous quality criteria to which other assessment methods must conform. Upon receipt of evidence from the learner, the centre is responsible for mapping the evidence against the assessment criteria to decide whether the evidence is:

- valid and current;
- reliable;
- authentic; and
- sufficient.

We must be satisfied that the application for RPL meets the criteria and make a recommendation to the AO through an RPL Request Form. We will ensure that all learning outcomes and assessment criteria of the unit(s) for which RPL is being requested are met by mapping prior learning evidence against them. RPL requests should be submitted as soon as the learner has started the course and not later than six weeks from their start date.

Where learner evidence is not sufficient to cover all learning outcomes for which RPL is being requested, additional assessment methods should be employed to generate the sufficient evidence required to make a safe assessment decision.

Whilst awaiting RPL confirmation, we will continue to deliver the unit to the learner until receiving confirmation that the RPL request has been approved.

5. Responsibility of The Changist

Our RPL policy which clearly identifies the responsibilities of the learner, the assessor and other key staff involved in the internal quality assurance of qualifications and units we deliver. The RPL policy is made available to centre staff and learners and align with the the appropriate AO policy. A learner's previous achievements must be evaluated upon registration and where applicable, access to RPL and further support and guidance be provided for the learner. A learner's previous achievements must be evaluated upon registration and applicable, access to RPL and further support and guidance be provided for the learner.

We will ensure that evidence supporting the learner request for RPL is:

Valid and current: Evidence must clearly demonstrate that the demands of the learning outcome have been met. To ensure that the evidence is up to date, we normally expect evidence to be from within the last three years.

Authentic: Consideration needs to be given as to whether the evidence being examined is the learner's work. Evidence should clearly identify the achievement of the individual learner. Evidence that may be the result of the work of a team, would only be appropriate where teamwork is being assessed.

Sufficient: There must be enough evidence to fully meet the requirements of the learning outcome(s) being considered. If there is insufficient evidence to fully meet requirements, evidence obtained through RPL must be used alongside evidence gained through other suitable assessment method(s).

Reliable: All evidence obtained through RPL should be presented in a manner that allows another assessor to arrive at the same assessment decision, were the assessment to be repeated.

Signed C M Pearce

Dated 1st July 2023

Review date July 1st 2024