

## **Recognition of Prior Learning (RPL) Policy**

<b>Title</b>	RPL Policy
<b>Reviewer</b>	Quality Manager
<b>Approved by</b>	Centre Manager
<b>Last Review Date</b>	15 <sup>th</sup> October, 22
<b>Next Review Date</b>	15 <sup>th</sup> October, 23
<b>Version</b>	2.1

## **Introduction**

### **What do we mean by Recognition of Prior Learning (RPL)?**

RPL is the method by which a student's earlier learning and verified achievements can contribute towards their path to a future qualification.

A qualified assessor will review the evidence at hand to ascertain if there are sufficient examples to prove that a student has satisfied the requirements needed to earn a chosen qualification.

For this to be quantified, the student will need to sufficiently display the skills and knowledge they currently possess and prove that they do not need to complete other activities or coursework to attain the required levels.

If there is clear and undeniable evidence that the student currently owns the knowledge, skills or understanding needed to be granted the qualification, this can be used as part of the work that will go towards achieving it.

To be considered appropriate, the evidence must be; current, valid, substantiated, verified, and sufficient for its purpose.

Please note that RPL is not to be commonly used as a standardised form of achievement that will suffice for all requirements of an entire qualification.

It should be considered an exemption and only used when a student must gain qualifications for a specific purpose (further studies or registration would be considered viable instances).

If the exemption is an entry requirement for a One Education qualification, the appropriate terms and conditions will be listed in our specification details for it.

RPLs will only be confirmed or denied by One Education staff who are competent and trained to do so.

### **The Scope of Our Policy**

Recognition of Prior Learning (RPL) can be applied and assessed to stipulated parts of our vocational qualifications, including internally assessed examples, those on the Regulated Qualifications Framework, the Self-Regulated

Framework (SRF), and other national frameworks in Wales, Scotland, and Northern Ireland.

RPL is also appropriate to assess parts of equivalent vocational from other Awarding Organisations. Usage of RPL is entirely dependent on the student's wishes and accountabilities; however, subsequent use will need knowledge of our policies on RPL and associated information. Our Late Certification policy may provide additional guidelines.

Please note that RPL is not valid for any external assessments, exams, or set assignments.

### **The Policy Statement**

Referring to the industry definition of RPL, the Qualifications and Credit Framework, and the regulated Qualifications Framework states:

**"Recognition of Prior Learning is a method of assessment (leading to the award of credit) that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding of skills they already possess and so not need to develop through a course of learning".**

One Education adheres to this definition and understands that RPL can make a valid contribution to educational achievement in a range of verified ways.

One Education commits to the use and acceptance of RPL using the approved accreditation and assessment requirements needed to satisfy the units of qualification that are expected. The evidence of the learning provided is expected to be from a verified and quantifiable source.

### **When RPL should be used:**



RPL can provide effective verification of achievement in the completion of approved activities described by the appropriate assessment plan.

As long as the assessment requirements of a part of the qualification have been met, RPL is considered to be a viable technique for gathering accreditation for the receipt of a unit or whole of a qualification.

The skills or knowledge obtained for this purpose can be acquired by any appropriate means, including; community work, domestic experience, training, alternate education, or work-related experience.

As long as learning requirements are sufficiently satisfied and proven, valid credit can be given for proven examples of RPL.

### **The Principles of RPL**

RPL is considered a valid industry method for allowing students to claim earned credits, regardless of how they achieved learning levels. The assessment process will not differentiate between learning that has been accrued via formal study or via other appropriate means.

The assessment process will adhere to the same standards and inspection in all regards. Credit awards will not be marked with any distinguishing notes or marks during qualifications.

The "types" of prior learning that compose the evidence of RPL will be expected to change and vary in format, due to the differences in the subject matter encountered. The amount of experience and technological or physical requirements will be judged on their appropriate contributions in each individual case.

The final awarding of credits will comply with the awarding organisation's regulations pertaining to RPL. All students have the right and capability to appeal against the result of a credit application.

### **The RPL Process**

All relevant staff trained in the assessment and accreditation processes at One Education have been fully trained in this process.

### **Stage One: Informing the Student**

Before a student enrolls, the use of RPL and its accreditation potential will be explained to them. If the student displays an interest in this possibility, then the employee will elaborate on the following details:

- The procedure claiming units with RPL
- The assistance and documentation that is available when claiming RPL
- The length of time it will take to verify RPL and any subsequent costs
- The appeals procedure for any refused or challenged RPL

RPL evidence should be verified and examined prior to the start of a course.

### **Stage Two: Pre-course requirements**

A student should be registered as soon as they commit to RPL and start to gather evidence for credits.

One Education employees will assist with this process by supplying a tracking document or assessment plan. The evidence supplied will be supplied from the following sources:

- Employed work experience
- Community or voluntary work
- Non-certified educational courses
- Domestic or family activities

### **Stage Three: Assessing the evidence**

When RPL is used for any type of accreditation, the appropriate Standards Verifier and/or External Examiner will be advised. They may then include specific items of RPL as units for accreditation. These would include:



- Past achievements: Where a student has accrued skills and knowledge of the subject matter. This can be verified by the assessor with questions or physical examples of the skill being requested.
- Physical or documented evidence: Where a student may be able to supply measurable examples of their gained knowledge or abilities. This can take the form of:
  - Personal references
  - Portfolios
  - Work experience or appraisal documents
  - Professional communications or accolades
  - Other ongoing assignments or completed tasks

The assessor will then evaluate all the work, examples, and evidence provided. They must systemically confirm whether these items constitute the required standards for RPL accreditation from this point. If "information gaps" are identified, more evidence may be requested from the student.

All assessment decisions and updates concerning RPL evidence will be fully documented and recorded for posterity and later checks.

#### **Stage 4: RPL Outcomes**

Once the evidence has been fully assessed, the student will be given an update as to whether the RPL has resulted in the expected credits for the qualification or has been denied for any reason.

The student will then confirm if they are in agreement with the decision or want to make an official complaint or grievance against it.

Otherwise, they can either:

- Accept the credits offered for the RPL in terms of their qualification
- Respond to any request for RPL to supplement that which has already been supplied

**Stage 5: Certification**

Certificate claims which have been made possible with RPL content can be claimed as per normal One Education procedures.

As with all administrative and qualification records, the documents concerning RPL data will be kept stored for at least three years.

**Stage 6: Appeals**

As with any assessment, if the student is not satisfied with the outcome of any RPL-related decision, they will be advised to comply with One Education's Complaints and Appeals procedure, as per standard policies.