YOUR LOGO

Recognition of Prior Learning (RPL) Policy

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Author(s)

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Revision History

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| **Version** | **Revision Date** | **Revised By** | **Summary of Changes** |
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Contents

[Recognition of Prior Learning (RPL) Policy 2](#_Toc111471619)

[1. General policy statement 2](#_Toc111471620)

[2. Responsibility 2](#_Toc111471621)

[3. Definition 2](#_Toc111471622)

[4. Process 3](#_Toc111471623)

[5. Outcomes of RPL 3](#_Toc111471624)

[6. Review 4](#_Toc111471625)

# Recognition of Prior Learning (RPL) Policy

## General policy statement

* 1. This policy applies to all NLPQ Centres offering NLPQ regulated qualifications. It provides a definition of RPL and information which will be useful for centres and their learners.
  2. [CENTRE/COMPANY NAME] have their own policy and guidance on RPL and to ensure that all staff within the centre are familiar with the content.

## Responsibility

* 1. It is the responsibility of [RESPONSIBLE CENTRE PERSON TITLE] to ensure that this policy is implemented and observed.
  2. [RESPONSIBLE CENTRE PERSON TITLE] is responsible for ensuring that processes operated by [CENTRE/COMPANY NAME] (including RPL) are monitored in order to ensure the necessary standards are met. This is undertaken via NLPQ EQAs who will only sign off claims for certification if they are satisfied that the proper procedure has been applied. Instances of non-compliance will be reported back to the NLPQ with recommendations as to steps to be taken to remedy the breach and mitigate the risk of similar breaches occurring in the future. Sanctions may also be applied to the centre concerned.

## Definition

* 1. For the purpose of this policy, [CENTRE/COMPANY NAME] adopt the definition of RPL set out in the Ofqual Conditions of Recognition ‘recognition of prior learning’ is the –
     1. identification by an awarding organisation of any learning undertaken, and/or attainment, by a Learner
        1. prior to that Learner taking a qualification which the awarding organisation makes available or proposes to make available, and
        2. 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.
  2. Assessment for RPL is conducted against the learning outcomes and assessment criteria of a qualification or qualification component and is subject to exactly the same internal and external quality assurance requirements as any other kind of assessment.
  3. The RPL process must be agreed by the centre and must be claimed by the learner as part of a qualification. The centre is responsible for assessment and claiming credit. There is no difference between achievement of the required standards by RPL and achievement through a formal programme of learning.

## Process

* 1. The RPL process must enable the learner/s to record their knowledge, understanding and skills acquired from their work experiences and prior training/courses of study. Learner/s can do this using a CPD log. Where appropriate this can be used to claim credit for their achievements. This process can give them either a part or full qualification irrespective of how their skills and knowledge were learnt.
  2. Centres wishing to use this process with their learners must ensure that it is carried out by staff with the relevant expertise to meet the requirements of the delivery and assessment for the qualification they are working with.
  3. There are two methods by which RPL can operate:
     1. a portfolio of evidence is put together by the learner showing the prior learning undertaken – the learner would then need to complete the relevant NLPQ approved assessment in order to gain the qualification
     2. the learner has evidence of their learning which also shows they have completed an assessment (non-NLPQ) which can be 100% mapped to the NLPQ assessment criteria. This piece of assessment, like our NLPQ qualifications, would have been assessed and internally quality assured by the centre.

## Outcomes of RPL

* 1. If individuals can produce relevant evidence that meets learning outcome requirements, recognition can be given for their existing knowledge, understanding or skills.
  2. If an individual can meet all the learning outcomes and assessment criteria of a qualification component, then they can claim credit for that component solely on the basis of their RPL achievement.
  3. If however, evidence from RPL is only sufficient to cover one or more learning outcomes, or to partly meet the need of a learning outcome then additional work must be undertaken by the learner. All assessment criteria must be met in order for an assessment decision to be reached.
  4. This is recognised as good practice by all the concerned regulators and Ofqual has a statement which reinforces this:

*Learners are unlikely to have all the evidence they need to achieve a full unit and may need to produce additional evidence. Evidence used for RPL is not time-limited but assessors must determine whether it is valid and authentic. RPL may be used in conjunction with other assessment methods such as examination of recent products, professional discussion or observation to assess current performance.*

* 1. Since evidence from RPL is similar to that derived via any other acceptable assessment method, where the standard of a qualification component is met by evidence obtained from, or partly from RPL, credit can be claimed.
  2. Any RPL claim which is agreed by the Centre must be notified to NLPQ when the Learner is registered using the appropriate NLPQ system notification.

## Review

This policy is reviewed annually by the [RESPONSIBLE CENTRE PERSON TITLE]