

## **Recognition of Prior Learning Policy & Procedure**

### **Purpose and Scope**

The purpose of this policy is to outline the approach taken to the Recognition of Prior Learning by EMD UK CIC's teaching and learning provision. This policy applies to qualifications on the Regulated Qualifications Framework (RQF) and other national frameworks and self-regulated qualifications. However, where learning is evidenced only through a national examination, the learner is required to sit the examination in full, e.g. IESOL examinations or SIA related examinations.

### **Responsibility and Authority**

All staff have a responsibility to give full and active support for the policy by ensuring that the policy is known, understood and implemented across all programme areas.

The authority to amend the policy or procedure lies with the Director and/or the Quality Improvement Manager.

### **Definition: Recognition of Prior Learning (RPL)**

A method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so not need to develop through a course of learning. *Regulatory arrangements for the Qualifications and Credit Framework (Ofqual/08/3726)*

### **Policy Statement**

EMD UK CIC recognises that RPL enables recognition of achievement from a range of activities using any appropriate methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit or a whole qualification. Evidence of learning must be valid and reliable.

RPL is a valid method of enabling individuals to claim credit for units, irrespective of how their learning took place. There is no difference between the achievement of the learning outcomes and assessment criteria of a unit through prior learning or through a formal programme of study.

RPL processes, procedures, practices and decisions should be transparent, rigorous, reliable, fair and accessible to individuals and stakeholders to ensure that users can be confident of the decisions and outcomes of RPL.

RPL is a learner-centred, voluntary (for the learner) process. The individual should be offered advice on the nature and range of evidence considered appropriate, to support a claim for credit through RPL and be given guidance and support to make a claim.

The process of assessment for RPL is subject to the same quality assurance and monitoring standards as any other form of assessment. The award of credit through RPL will not be distinguished from any other credits awarded.

Assessment methods for RPL must be of equal rigour to other assessment methods, be fit for purpose and relate to the evidence of learning. Credit may be claimed for any unit through RPL unless the assessment requirements of the unit do not allow this, based on a rationale consistent with the aims and regulations of the qualification.

Where units are assessed against assessment criteria or grading criteria, then all evidence must be evaluated using the stipulated criteria. In assessing a unit using RPL the assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria. The evidence must be authentic, current, relevant and sufficient.

The prior learning that would provide evidence of current knowledge, understanding and skills will vary from sector to sector. It will depend on the extent of the experience, technological changes and the nature of the outcome claimed. If the currency of any evidence is in doubt, the assessor may use questions to check understanding, and for competence.

The assessment and award of credit must take into account the relevant validating or awarding body regulations pertaining to RPL.

The rules, regulations and procedures governing the recognition of prior learning should be included in the student handbook given to every learner when joining the programme/course.

A student should have the right to appeal when an application for credit is unsuccessful.

### **Learner Entitlement**

- All learners shall be entitled to apply for RPL, providing they meet the specific requirements of the validating /awarding body governing the qualification for which they are studying.
- A student who makes an initial enquiry about RPL should be given timely and appropriate guidance and support on the rules, regulations and processes involved in accreditation.

- A learner may appeal against the credit points awarded but only on the grounds of non-observance of agreed procedures and/or improper application of those procedures.

### **Learner Responsibilities**

- The learner must complete a credit claim form and provide evidence to show that the requirements of the unit, module or part of a unit, or module have been covered;
- The learner must consult with the Internal Verifier or Project Manager in the preparation of his/her evidence.
- Learners applying for credit must agree an action plan to enable him/her to obtain the award s/he is aiming for.
- Learners must agree to attend any further training and assessment if the initial evidence is deemed to be unsatisfactory for RPL.

### **Teaching staff's responsibilities**

- To provide support and encouragement to all learners wishing to claim credit for prior learning.
- Following initial enquiries by any learner, the member of staff should place the student in contact with an Internal Verifier or Project Manager.
- Teaching and verification staff should develop, with the learner, an action plan to address the learning outcomes of the programme.
- Teaching and verification staff should identify the evidence needed to support the claim for credit and explain how this evidence will be assessed and by whom.
- Ensure that the learner claiming credit is enrolled with EMD UK and registered for a specific award/qualification.
- To notify Project Managers of any learner claiming credits by RPL or using units gained from one qualification towards the next level of achievement.

### **Management Responsibilities**

EMD Project Managers and other Senior Managers should ensure that:

- All teaching and verification staff are fully conversant with this policy and the demands it places on them

- All appropriate staff are competent to undertake their roles and responsibilities in the procedures for verification and recognition of prior learning.
- Staff development is made available to those staff not conversant with or competent to undertake the procedures for RPL.

### **Monitoring & Evaluation**

The Senior Management Team will monitor the operation of the policy to ensure it reflects current strategic aims every 2 years.

The standards by which the success of the policy can be evaluated are:

- Learner feedback, including questionnaire responses, showing high levels of satisfaction with the advice and help received in preparing to claim RPL.
- Staff feedback on the quality of support provided by EMD to enhance skills and competence to undertake the procedures for RPL.
- External examiner/verifier or Quality Reviewers' comments on the rigour and consistency applied to RPL procedures across EMD's provision.

**Recognition of Prior Learning (RPL) Claim Form**

**Please complete all sections as fully as possible.**

If you have been offered a place on a programme of study at EMD UK CIC or are already registered on a programme you may be eligible for credit from previously acquired qualifications, vocational training and/or learning which is uncertified (your 'prior learning').

If you wish to make a claim for recognition of prior learning please complete this form.

**PERSONAL DETAILS**

**Name:** .....

**Address:** .....

**Post Code:** ..... **Telephone:** .....

**CREDIT CLAIMED**

Before you complete this section please discuss the possibility of credit awards with your Assessor and/or IQA who will advise you on the completion of this form.

**Programme/Course on which you are registered, or have been accepted:**

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**Module(s)/Unit(s) for which credit is claimed:**

Course/Module/Unit Code ..... Title .....

Course/Module/Unit Code ..... Title .....

Course/Module/Unit Code ..... Title .....

Course/Module/Unit Code ..... Title .....

**Programme learning outcomes/objectives for which credit is claimed if they do not relate to specific individual modules or units of study:**

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**Basis for RPL Claim (Please attach separate sheets if necessary)**

In this section outline the achievements, experience and previously acquired qualifications and certificates you wish to use as the basis for your claim:

Refer to the details of the relevant modules or units in the course handbook or qualification specification for the programme or course in question

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You should now attach photocopies of supporting documents wherever possible e.g. syllabus outlines, course structures, examination certificates.

On completion, forward this form to your course tutor/assessor for consideration.