

Recognition of Prior Learning Policy

This is a controlled document and, as such, will be kept read only. Any changes must be approved by the Author.

Author	Version No	Date Approved	Review Date
Adam Smyth	V1.0	08/01/2024	06/01/2025

Table of Contents

1.	INTRODUCTION	3
2.	POLICY STATEMENT	3
3.	PROCEDURE	3
3.1	Eligibility	3
3.2	Assessment Process	3
3.3	Evidence Collection	3
3.4	Assessment Criteria	4
3.5	Credit Transfer	4
3.6	Appeals Process	4
3.7	Monitoring and Review	4
4.	CONCLUSION	4

RECOGNITION OF PRIOR LEARNING POLICY

1. INTRODUCTION

The aim of this Recognition of Prior Learning (RPL) Policy is to provide a framework for the recognition of the prior learning of individuals who wish to enrol in the courses offered by our centre. This policy aims to ensure that learners who possess prior learning are given appropriate credit for their existing knowledge and skills and are offered the opportunity to progress through the course at a pace that is appropriate to their level of understanding. Our principle is to uphold standards set by our partners, including NCFE.

2. POLICY STATEMENT

Our centre recognizes the value of prior learning and experiences of our learners. We believe that this knowledge and experience should be acknowledged, and learners should be given an opportunity to use it as a basis for further learning. Therefore, our policy is designed to:

- Ensure that learners who have previously gained knowledge, skills and experiences that are relevant to the course(s) they wish to study can gain recognition for their prior learning.
- Offer flexible entry routes for learners to access their desired course of study, recognizing their current skills and knowledge.
- Ensure that the process for RPL is fair, transparent, reliable, and valid, and reflects the requirements of the NCFE accreditation standards.

3. PROCEDURE

3.1 Eligibility

- Learners who have completed formal, non-formal or informal learning, gained work experience or other relevant learning and have evidence to demonstrate their learning, are eligible for RPL.

3.2 Assessment Process

- Learners applying for RPL will be assessed based on the evidence they provide to demonstrate their prior learning, knowledge, and skills. The evidence should be valid, authentic, and relevant to the learning outcomes of the course for which the RPL is requested. The assessment will be carried out by an experienced and qualified assessor appointed by the centre.

3.3 Evidence Collection

- Learners should provide evidence that demonstrates their prior learning, knowledge and skills. This may include academic transcripts, certificates of attendance, portfolios, work samples, references or testimonials from employers, and other relevant documents.

3.4 Assessment Criteria

- The assessment of RPL will be based on the same criteria used for the assessment of learning outcomes of the course(s) for which the RPL is requested. This will ensure that the prior learning evidence presented is valid, reliable, and directly relates to the learning outcomes of the course.

3.5 Credit Transfer

- Once the assessment is completed, learners will be awarded credits towards their chosen course of study. This may reduce the amount of time they need to spend on the course and reduce the cost of tuition fees.

3.6 Appeals Process

- If a learner is not satisfied with the assessment outcome or believes that the assessment process was not conducted fairly or transparently, they may appeal the decision. The appeals process will be clearly outlined in the RPL assessment guide.

3.7 Monitoring and Review

- The RPL policy will be monitored and reviewed regularly to ensure it remains effective, efficient and complies with the NCFE accreditation standards.

4. CONCLUSION

The RPL policy at our centre is designed to recognize and value the prior learning of our learners. We believe that this policy will enable our learners to achieve their full potential and ensure that they are given the opportunity to progress through their chosen course(s) at an appropriate pace.

Our commitment to the RPL policy will ensure that we provide quality education and training that meets the diverse needs of our learners.