



Recognition of Prior Learning Policy

Ludlow Church of England School

The Scope of this Policy

Recognition of Prior Learning is defined as an opportunity for learners to present performance or accredited knowledge evidence which comes from a period prior to their registration. This is evidence of earlier learning and achievement towards part of a qualification. For example, if a learner has started a vocational qualification elsewhere (i.e. an equivalent level qualification (i.e. BTEC) or the first year of RSL qualifications) and wishes to transfer the previous credits.

Recognition of Prior Learning can be applied to internally assessed parts of vocational qualifications. It cannot be applied to:

- **Graded Music examinations.**
- **GCSE examinations**
- **A Level Examinations**
- **Performing Arts Awards examinations.**
- **Parts of externally assessed units in vocational qualifications.**

It can be applied to:

- **Full units in vocational qualifications (including those externally assessed)**
- **Part of internally assessed elements of vocational qualifications**

RPL does not apply to qualifications which identify the achievement of specific qualifications as a minimum entry requirement.

What is Recognition of Prior Learning (RPL)?

RPL is about using a learner's evidence of earlier learning and achievement towards part of a qualification. An assessor reviews whether the evidence is enough to show that a learner has met the assessment requirements for a current qualification. The learner needs to show that

through knowledge, understanding or skills they already have, they do not need to repeat the course or complete extra assessment activity.

If there is evidence that the learner has previously shown the knowledge, skills or understanding required by a qualification, this may be used towards achieving that qualification. The evidence must be:

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

RPL is not normally used to provide evidence against achievement for an entire qualification. This would be called an exemption, and is usually used where a learner must gain a specified qualification for a particular purpose (for example, as an entry requirement for further study, employment or registration). If you or your learners think that they are entitled to an exemption, we recommend you refer to the organisation which has specified the original qualification requirement. If a particular qualification is specified as an entry requirement to a qualification offered by us, we will list any appropriate exemptions in our specification.

The RPL Process

Prior to Registration

All prospective learners will have access to information on how to apply for and claim RPL. Information of all the course details, requirements, timelines, handout etc. for each learners will be provided to all learners at the beginning of the course. Each learner will have a 1 to 1 discussion, which will be documented with the correct paperwork and filed in Learners individual folders.

Process for the Assessment of RPL

The centre Ludlow CE School, accepts the following evidence for RPL:

- Unit certificates
- Certificates for full qualifications

When presenting a certificate for RPL, the learner will need to demonstrate their knowledge, skills and understanding to prevent the need to repeat the assessment or course.

Learners' prior certificated learning can be used as evidence for assessment criteria. Copies are only acceptable as evidence where the original certificates have been seen and countersigned.

When using certificates for RPL, Ludlow CE School will cross reference the work between the two standards, (the qualification/unit certificated and the qualification registered on).

Evidence of previous learning or achievement, like other evidence, will be rigorously subjected to the assessment of its:

- **Validity:** does the evidence demonstrate that the demands of the assessment criteria/learning outcome has been met?
- **Currency:** does the evidence demonstrate that demands of the specification have been met and are up-to-date? See below for further guidance.
- **Authenticity:** can the evidence be unequivocally attributed to the learner?
- **Sufficiency:** is there enough evidence to fully meet the criteria/outcome

Other types of evidence

The evidence gathered needs to meet the standards of the specification that it will be used for.

Evidence from a learner's past experience could include:

- Paid work
- Community or voluntary work
- Home life
- Education and training

Further evidence may include:

- Evidence of workplace practice, confirmed by workplace managers.
- Past portfolios of evidence created by the learner which remains current.
- Reports created by the learner and confirmed as authentic.
- Expert witness testimonies (i.e. workplace managers, specialists, lecturers/teachers)
- Professional discussions conducted with the learner to confirm their knowledge/skills
- New assignment briefs or tasks that have been created to fill any gaps in the evidence presented.

Whatever evidence is used it must be confirmed as valid, current, sufficient and authentic and subjected to the same rigour as any other type of evidence by qualified staff prior to acceptance.

Cross Referencing

All RPL will be mapped to individual assessment criteria to the appropriate/corresponding assessment criteria in all vocational qualifications. This will mean that some assessment criteria will be met and others only partially met, some not at all. It is unlikely that learners will have all the evidence they need to achieve a full unit unless they have previously achieved the unit itself. A full record of the mapping must be kept for quality assurance purposes.

RPL can only be used for those assessment criteria that are fully met.

With this type of mapping, the assessment criteria have to match, or sufficient evidence to show that the learner has achieved the criteria with the work that they have done and access to the work that has been submitted for the original qualification, if available, may help. When mapping, grading criteria cannot be used unless the learner has met all assessment criteria.

Evidence for how and why an individual learner has achieved through RPL needs to have a substantial audit trail and is not a shortcut.

RPL Assessment Currency

The currency of knowledge and practice will be assessed. Ludlow CE School accept certificates not older than 2 years as it is deemed that the knowledge and skills of the learner will no longer be current after this time. Certificates older than 5 years may require additional assessment of the learner's knowledge and skills against the current standard. Significant changes in practice or technology in under 2 years must also be considered to ensure that the assessment of the learner's practice is current. All Awarding Organisations require confirmation that currency and validity has been assessed RPL should be subject to the same assessment processes as other forms of evidence and be subject to formal review and feedback.

Quality Assurance

Ludlow CE School will provide access to the audit trail for all units claimed through the individual Awarding Organisation (AO) quality processes. 100% of RPL evidence could be asked for by the External Quality Assurer so a rigorous audit trail must be in place.

Certificates can only be claimed when the appropriate quality assurance processes are completed successfully.

Complaints and Appeals

Learners are able to appeal the assessment decision for RPL in the same way they can any other assessment decision by use of the centres Appeals and Complaints policies which can be found Ludlow CE School website under Exams.

Signed: P Hearle
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