



# Recognition of Prior Learning Policy

**Reviewer:** Mr M Lamble

**Reviewed:** January 2017

To be ratified at the next Governing Body meeting

RATIFIED BY GOVERNING BODY ON

SIGNED:

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(Chairman of Governors)

DATE:

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**The recognition of prior learning (RPL)** - where a learner can demonstrate that they can meet the assessment criteria within a unit through knowledge, understanding or skills they already possess without undertaking a course of learning. They must submit sufficient, reliable and valid evidence for internal and standards verification purposes. RPL is acceptable for accrediting a unit, units or a whole qualification.

Apart from allowing the candidate to undergo assessment without being compelled to participate in an unnecessary learning programme, RPL makes no difference to the assessment process. The assessor still needs to examine the candidate's evidence with the same rigor that would be applied to any candidate's evidence and judge whether they meet the assessment criteria.

Recognition of prior learning does not involve assessing and judging the prior learning or experience, but assessing the candidate's current competence and knowledge, just as they would for any other candidate that was not using RPL; i.e. they observe them, question them, examine work products, put them through a simulation etc.

In theory a candidate might as a result of prior learning have a portfolio of valid observations, records of answers to questions, work products etc that demonstrates their current competence in relation to the Learning Outcomes of the Unit they wish to achieve. The assessor's task would be the same as with any candidate (RPL or not) and they would examine this evidence against the relevant assessment criteria.

Culcheth High School is committed to ensuring that all candidates have access to individual learning programmes, which take into account prior learning, knowledge and skills. Candidates will be supported and enabled to fast track routes to Recognition, where appropriate, via the RPL process. This will be achieved by:

- making all candidates aware of the RPL option as part of the recruitment and induction process, where appropriate. Candidates eligible for RPL may be identified by themselves or by their tutors.
- offering an initial interview to potential candidates to explain the RPL process and assess their suitability for RPL.
- assisting candidates in the development of an action plan, which identifies appropriate national standards and qualification, and the types and sources of RPL evidence needed to meet them.
- providing advice and support in gathering evidence and building a portfolio which meets the national standards required for the target qualification.
- making arrangements for assessment of RPL evidence, and recognition when the national standards have been met.
- providing staff development in RPL process and appropriate trained personnel This policy will be reviewed on an annual basis by the Deputy Headteacher of Culcheth High School.

## Appendix A

### Recognition of Prior Learning (RPL)

#### Information for Staff

- Ensure at interview or induction that the candidate is made aware of RPL as an option.
- Ensure you are aware of costing options for RPL.
- Arrange an initial interview to determine whether RPL is an appropriate route for the candidate • If RPL is appropriate, complete the following documentation:
  1. RPL interview record/skills scan of evidence
  2. RPL action plan
- Enrol RPL candidate.
- Make arrangements for further support/progress sessions and assessment; liaise with other tutors and assessors as needed.
- Check that claims for certification against RPL evidence meet the awarding bodies requirements – check with examination officer and/or awarding body if unsure.

#### Important notes.

- In order to maintain standards of quality, it is accepted good practice that the RPL adviser should not carry out the assessment of RPL evidence. A senior leader will complete this.
- In formulating the action plan, it is essential that the proposed evidence maps exactly to the requirements of the standards/specification of the target qualification the candidate is aiming for eg check all the PCs and range are covered – this can be done by observation.
- Remember RPL will not always be easy, and can be a bigger job than completing the course.
- Where witness testimonies are sought as RPL evidence, please refer to advice on completing witness testimonies. Ensure that the providers of witness testimonies are supplied with precise details of the competences being claimed by the candidate.
- Certificates of achievement of other related qualifications are also commonly and appropriately used as RPL evidence. These must be used with caution and carefully mapped against qualification to ensure standards/specifications are covered fully.
- They also must be current within the last three years and be sufficient, relevant and valid Relevant Policies and Procedures.