



Title:	Recognition of Prior Learning (RPL) Policy
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Learning4Life-GY

Recognition of Prior Learning (RPL) Policy

Scope

The use of Recognition of Prior Learning (RPL) is not mandatory in terms of the learner. However, if a learner or the initial assessment, presents the possibility of RPL and the qualification allows the use of RPL, Learning4life-GY will implement the assessment of the RPL.

RPL is the process of assessment leading to the award of credit that considers whether a learner can demonstrate that they meet the assessment requirements for a unit/ qualification through knowledge understanding or skills they can evidence that they already possess, and which do not require further development, at the identified level, through a course of learning. The RPL process is relevant to individuals who can evidence that they have previously gained knowledge or understanding or achieved a skill or competence relevant to their current programme of study.

The Policy

Learning4life-GY offers recognition of prior learning to individual learners. This policy and corresponding procedures provide clarity in the process by which Learning4life-GY assess and record recognition of prior learning and granting a recording of course credit. All of which much preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course. For NOCN qualifications, Learning4life-GY must comply with NOCN's RPL policy and procedure which can be found on [https://www.nocn.org.uk/data/Support Downloads/NOCNRecognitionofPriorLearningPolicyandProcedure\(V5.1202304\).pdf](https://www.nocn.org.uk/data/Support_Downloads/NOCNRecognitionofPriorLearningPolicyandProcedure(V5.1202304).pdf).

Where Learning4life-GY grant RPL, we must:

- Have documented procedures for the granting and recording of RPL; and
- Provide a record of the course credit to the student, which must be signed or otherwise accepted by the student and place it on the student's file.

The Process

1. Learning4life-GY will be provided with effective and reliable information, advice, and guidance on how to claim achievement via the RPL process; be provided with professional support from the Learning4life-GY staff team and a copy of this Policy and Process.
2. When a learner has decided to pursue the RPL route towards achievement they will be provided with support to complete a Recognition of Prior Learning application form (RPL form). Learners are encouraged to apply for RPL (and complete this form) immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any classroom opportunities offered should they not be successful in the RPL process.
3. Learning4life-GY will provide the learner with all information about the competencies and performance criteria relevant to their RPL application; adequate information and support to enable them to gather reliable evidence of competency and opportunities to obtain feedback on the evidence proposed prior to finalisation of the application.

4. Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.
5. A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted with a student's RPL application.
6. The RPL Application should be submitted to the Quality Manager once completed.
7. It is accepted that RPL is an assessment of an individual's current knowledge, skills and drawn from the past. It is up to the RPL assessor (the named Curriculum lead for that subject area) to judge whether the evidence produced demonstrates current knowledge, skills and attitudes and assessment of a learner's competence.
8. The Quality Manager has 10 working days to allocate an appropriate RPL assessor and for the application to be assessed and recommendation report produced and sent back to the learner. The completed RPL record will be signed by both learner and assessor. The written record of acceptance will be retained for two years.
9. The assessment process for RPL will be subject to the same quality assurance processes as any other part of the assessment process i.e., learner work which contributes to the claim for RPL will be internally and externally quality assured and all achievements documented as for conventional learner achievement.
10. RPL applications, assessment processes and outcomes are placed in the student file.
11. Students may use the Learning4life-GY Complaints and Appeals Policy and Procedures if they are dissatisfied with the outcome of their RPL application.