



Recognition of Prior Learning Policy



1. Introduction

Skills People Group consists of the following companies:

- *Construction Skills People*
- *C&G Assessments and Training Ltd*
- *Training Futures UK Ltd.*

The company encourages the use of Recognition of Prior Learning (RPL) as a method of assessment (leading to the achievement of a Qualification) that considers whether learners can demonstrate that they can meet the requirements of a Qualification or Apprenticeship Standard through knowledge, skills or behaviours they already possess and do not need to develop through a course of learning.

This policy applies to all qualifications; however, qualifications that require an external or practical assessment will still require the learner to undertake the assessment to verify competency.

2. Overview

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a qualification have been met, the use of RPL is acceptable for accrediting a unit or units, module or modules or a whole qualification.

3. Implementation

The company encourage the use of RPL where it is of value to learners in facilitating completion of learning. The use and application of RPL enables learners to gain their qualification without having to undertake all of the formal learning programme. The company when carrying out RPL will ensure that:

- Identification of any achievement through RPL is prior to learners registering to taking a qualification
- Records of assessment are maintained, as for any other unit/qualification
- Certification and claims are made according to normal procedures
- All relevant evidence is assessed before decisions are confirmed
- There are designated personnel with the appropriate expertise to support and assure the RPL process.

RPL will initially be identified during the induction and enrolment process.

The assessor will review the RPL evidence and confirm whether the evidence is enough to show that a learner has met the assessment requirements for a qualification. The learner needs to show that through knowledge, understanding or skills they already have, they do not need to complete extra assessment activity.

4. Evidence of Learning

All evidence must be evaluated using the stipulated learning outcomes and assessment criteria from the qualification or unit being claimed. 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.

Example of evidence that may be submitted include:

- **Certificates**—copies of previous qualifications
- **Witness Statements**—signed by a reliable person such as a line manager as evidence of practical experience.

RPL evidence must be:

- **Valid** and address the elements and performance criteria required and reflect the skills, knowledge and behaviours described in the Apprenticeship Standard specification.
- The company will seek to **authenticate evidence** to ensure what is being submitted is in its original format, can be verified as genuine and can be confirmed as the work of the learner.
- **Sufficient**, the specialist must see sufficient evidence to cover all aspects of the units, modules or qualifications being claimed.
- **Demonstrate competence over a period of time** and that it is able to be repeated.
- Be **current** and must demonstrate the learner's current skills, knowledge or behaviours and must comply with current best practice guidance. For example, witness statements for practical experience must be within the last 5 years.
- Evidence must be from a **reliable source** and in a reliable format, on organisation headed paper or certification. Any translated documents must be translated by an official translator to ensure authenticity.

RPL Procedure

To apply for RPL, learners must submit:

- A completed RPL application form; and
- Copies of all prior learning evidence including certificates, qualification specifications, witness statement where applicable; please note all evidence must be in English

Related Policies

- *Appeals*
- *Complaints*
- *Malpractice and Maladministration*

Document Control

Date of change	Version	Overview of amendment	Amended by / Job title	Approved by	Approval date
22-03-19	1	Policy created	Julie Lawton (Quality Manager)	Steve Cressey	22-03-19