



Recognition of Prior Learning Policy

Introduction

This policy applies to all Centres offering Qualsafe Awards (QA) qualifications when applying for Recognition of Prior Learning (RPL). It provides a definition of RPL and useful information on the process for Centres.

Definition

Our regulators define RPL as the:

- (a) Identification by an Awarding Organisation (AO) of any learning undertaken and/or attainment, by a Learner:
 - (i) Prior to that Learner taking a qualification which the AO makes available or proposes to make available, and
 - (ii) Which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and
- (b) Recognition by an AO of that learning and/or attainment through amendment to the requirements which a Learner must have satisfied before the Learner will be assessed or that qualification will be awarded.

Centres

Centres could consider RPL in the following circumstances:

1. Where a Learner has provided valid, authentic, reliable, current and sufficient evidence of prior learning/attainment
2. Where a Trainer, Assessor or IQA is seeking approval status with QA. This will only occur when the Trainer, Assessor or IQA does not possess one of the stipulated qualifications required but feel they have a qualification that is comparable/equivalent.

Examples include:

Learners who have achieved:

- Units/components already gained (from a previous qualification) that also appear in the qualification they are now working towards, so long as they are deemed current. This could consequently validate a reduction in Guided Learning Hours (GLH) and change of assessment strategy
- Learning outcomes and/or assessment criteria that have been mapped as equivalent to those a Learner is working towards, so long as they are deemed current. This could consequently validate a reduction in GLH and change of assessment strategy
- Prior knowledge, skills and/or experience through for example, experience, unregulated training or Continuous Professional Development (CPD) could be used to reduce the GLH and change of assessment strategy

Trainers, Assessors and IQAs who have:

- Mapped equivalent knowledge and skills to those required for approval status, so long as they are deemed current, could be used to gain approval to deliver, assess or quality assure QA qualifications

Please refer to the flow charts in *Appendix 1* and *Appendix 2* for further guidance and examples.

In some cases qualification certificates and/or evidence being submitted will require Centres to carry out mapping against QA Learning Outcomes and Assessment Criteria to confirm comparability. Specific mapping templates created by QA must be used for this process.

Evidence submitted as consideration for RPL may include for example, qualification/unit certificates, training records, work products, witness testimonies, recorded CPD evidence and/or a portfolio of experience-based learning.

RPL evidence should be comprehensive, assessed by a suitably qualified person and submitted to QA for approval at least 10 working days prior to course commencement. Please see the QA *Fees and Charges* document for cost information.

Note: Please refer to the specific Qualification Specification for information on whether RPL can be applied for that qualification and whether any particular limitations exist.

Should a Centre repeatedly gain approval from QA to apply RPL and demonstrate compliance, knowledge and understanding of this policy, consideration will be given with regards to allowing the Centre to apply RPL without prior approval from QA.

Centre process

All QA Centres must have an RPL process which enables Learners, Trainers, Assessors and IQAs to record their knowledge, understanding and skills from their formal learning, work experience and training.

With respect to RPL and QA qualifications, Centres must make sure the RPL process is carried out by a suitably qualified person with relevant expertise to assess RPL evidence against the delivery and assessment requirements of the qualification.

Policy review arrangements

QA will review this policy on an ongoing basis as part of our continuous improvement activities and revise it as and when necessary.

In addition, we may update this policy in light of operational feedback to make sure our Recognition of Prior Learning Policy remains effective.

Contact us

If you have any queries about the contents of the policy, contact our customer service team:

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Anita Goodfellow
Chief Executive

24 May 2018

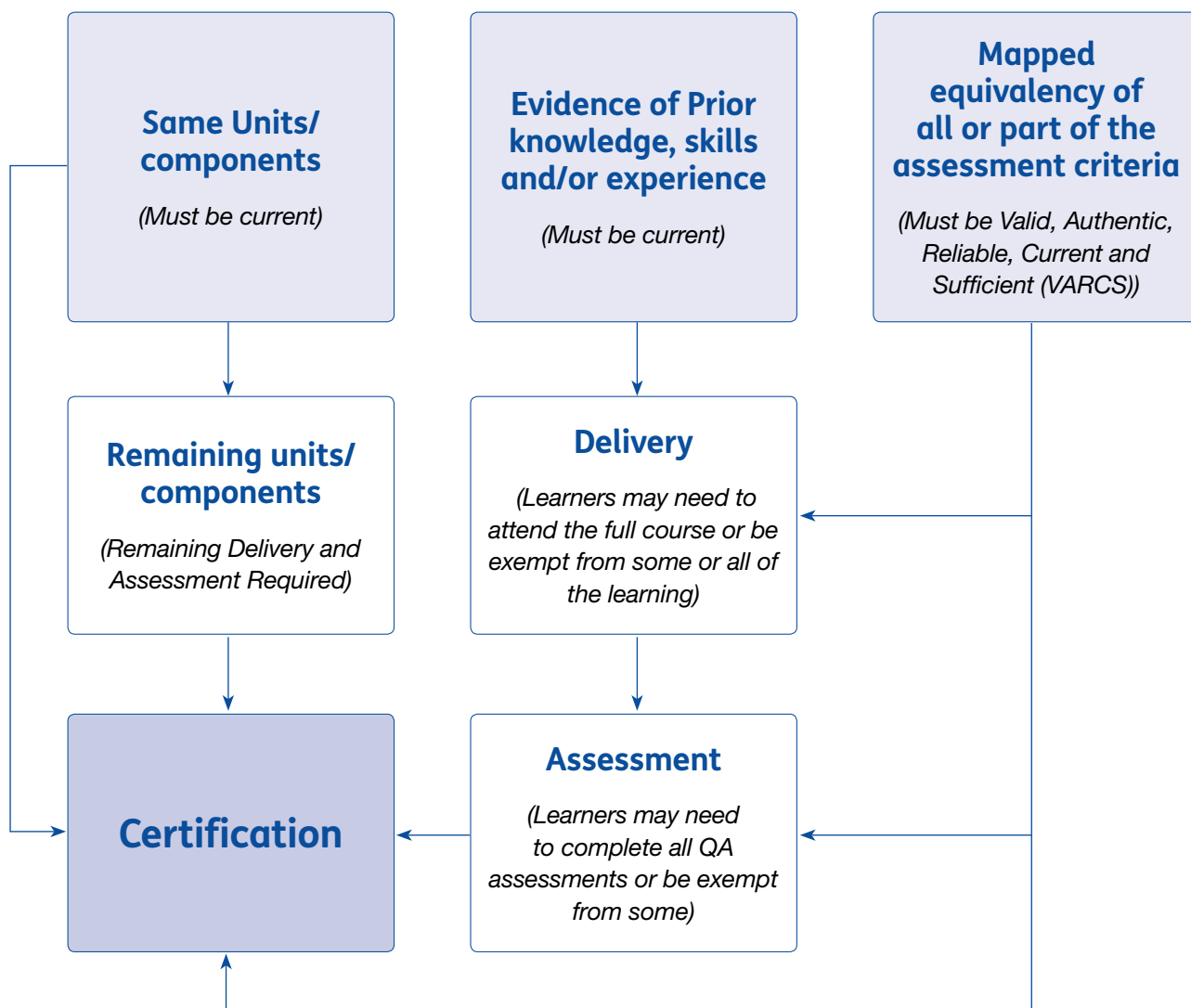
Owner: CEO

Regulatory references: N/A

QA documents referenced: QA *Fees and Charges*

Appendix 1

Learners



Appendix 2

Trainers, Assessor and IQAs

