

Recognition of Prior Learning Policy (RPL)			
Current Status	Operational	Last Review:	September 2023
Responsibility for Review:	Quality Manager	Next Review:	September 2025
Internal Approval:	SLT	Originated:	September 2019

1. Introduction

- 1.1. Recognition of prior learning, achievement and/or experience enables students to receive formal recognition and credit for achievements and competences they have already acquired.

2. Aims:

- a) To assist students in identifying relevant learning, achievement and/or experience
- b) To agree and review an action plan to enable students to receive accreditation for prior learning, achievement and/or experience
- c) To support students in preparing and presenting evidence of prior learning, achievement and/or experience for assessment

3. Objectives:

- 3.1. A teacher with relevant vocational experience or good knowledge of the qualification to be achieved will explain to students the concept and implications of the accreditation of prior learning, achievement and/or experience and its implementation.
- 3.2. Students will be assisted by the teacher in:
 - a) Identifying relevant prior learning (for example, work done as part of a qualification not fully achieved or course not accredited), achievement (for example, a qualification fully achieved) and/or experience (for example, employment experience); the use of a skills scan may be appropriate.
 - b) Matching prior learning, achievement and/or experience to the standards and performance criteria of the units/elements of the qualification to be achieved.
 - c) Drawing up and reviewing an action plan to collect relevant evidence.
 - d) Identifying relevant evidence to be collected and organising it efficiently.
- 3.3. The currency of the student's evidence must take into account changes in theory and practice within the occupational area. As a rule, evidence is acceptable if it provides proof of the student's competence.

- 3.4. Awarding body guidelines will be taken into consideration and an internal verifier's and/or external verifier's or moderator's advice will be sought if necessary.
- 3.5. Students will be assessed as appropriate, with arrangements made for students with special assessment requirements. Teacher will record how they have checked the retention of knowledge and skills presented through the student's evidence.

Revision History – Recognition of Prior Learning Policy (RPL)

Revision date	Reason for revision	Section number	Changes made
September 2020	Annual Review	rubric	Review dates
September 2021	Annual Review	rubric	Review dates
September 2022	Annual Review	rubric	Review dates
September 2023	Annual Review	rubric	Changed to bi-annual review
		Header	Removal of ASFC logo, as this is the same policy in both centres and awarding bodies have confirmed that we can have a single trust policy for RPL.