



# **EDUPRO**

## **RECOGNITION OF PRIOR LEARNING POLICY**

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# EDUPRO RECOGNITION OF PRIOR LEARNING (RPL) POLICY

## 1. INTRODUCTION

Edupro appreciates that learners might have previous experience that could be relevant to the qualification of learning which they choose to pursue with us. This policy provides the method of assessment to recognise such previous experience for the benefit of learners.

### 1.1. Scope of Policy

This policy applies to approved centres, assessors, EQAs, IQAs, and learners with respect to recognition of prior learning (RPL) so that learners can provide demonstrable evidence of and be systematically assessed for any earlier learning for a part of an Edupro qualification which they have chosen to pursue. This policy addresses the following Ofqual General Conditions of Recognition (GCR):

- E10: Recognition of Prior Learning

### 1.2. Definition

#### **Learner**

A person who is registered to take a qualification and to be assessed as part of that qualification.

#### **Centre**

An organisation undertaking the delivery of an assessment (and potentially other activities) to Learners on behalf of **Edupro**. Centres are typically educational institutions, training providers, or employers.

#### **Characteristic**

Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

#### **Moderation**

The process through which the marking of assessments by Centres is monitored to make sure it meets required standards and through which adjustments to results are made, where required, to ensure that results are based on the required standard. This includes verification.

## 2. EVIDENCE REQUIRED

Evidence used by learners must be current and valid, authentic and meet the assessment criteria of the qualification, and evidence must be reliable, whereby centres consistently arrive at equivalent assessment decisions.

Evidence obtained through RPL must therefore meet the same rigorous quality criteria that other assessment methods must conform to. It remains the role of Assessors and quality assurance staff to ensure that evidence is:

### 2.1. Valid

The validity of evidence refers to whether the prior learning claimed by the learner is in conformance with the demands of the qualification being sought.

Does the evidence genuinely demonstrate that the demands of the assessment criteria have been met? For RPL, currency of evidence will be of particular concern. Does, for example, the evidence meet current practice requirements.

## 2.2. Authentic

The authenticity of evidence refers to whether the prior learning claimed can clearly be identified to be the learner's own achievement.

This involves consideration of whether the evidence being assessed is genuinely the work of the learner. For example, the evidence may have been produced by somebody else, or may be the result of the work of a team. In the latter case, this would be acceptable if the assessment criteria were related to team / joint working, but not if it was being used as evidence of an activity which should have been carried out individually.

## 2.3. Sufficient

Evidence obtained through RPL should be such that an assessor would arrive at the same assessment decision, were the assessment to be repeated.

There must be enough evidence to fully meet the requirements of the assessment criteria, or assessment criteria being considered. If there is insufficient evidence to fully meet requirements, then evidence obtained through RPL must be complemented by evidence gained through other suitable assessment method(s) before requirements can be said to have been met.

## 2.4. Reliable

Evidence obtained through RPL should be such that an assessor would arrive at the same assessment decision, were the assessment to be repeated.

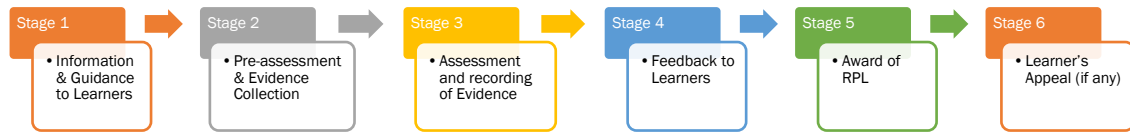
The evidence obtained through RPL should be such that an Assessor would arrive at the same assessment decision, were the assessment to be repeated.

Examples of RPL evidence:

- Relevant documents, testimonies or reflections mapped across to the qualification's assessment criteria
- Job descriptions or performance management feedback showing that the learner already has the suitable and current skills, knowledge and behaviours within the unit
- Learners have evidence of recent prior study which meets assessment criteria of the current programme of study being undertaken in full
- RPL must be included on the appropriate sampling plan as an assessment method as appropriate and subject to internal quality assurance (IQA).

### 3. PROCEDURES FOR RPL

Centres wishing to undertake RPL must ensure that it is carried out by designated staff with relevant levels of expertise to meet the requirements of the assessment strategy / guidance for the qualification concerned. An approved centre should follow the following procedures in RPL assessment:



#### Stage 1 – Information and Guidance to Learners

Before enrolling learners, the centre should discuss with them whether they would like to use the RPL option to claim units based upon their prior learning or experience. Should they be interested, the centre should explain the process of applying for RPL, the supporting evidence required, the time for arriving at a decision on the RPL request, the appeals process, and any relevant costs.

#### Stage 2 – Pre-assessment and Evidence Collection

It is responsibility of the centre to:

- Collect the evidence from learners for assessment
- Develop an assessment plan
- Decide on an appropriate timeline for completing the assessment process
- Inform Edupro about RPL applications within ten workdays of their submission

#### Stage 3 – Assessment and Documentation of Evidence

The centre must formally assess the evidence of prior learning offered by the learners against the relevant learning outcomes and assessment criteria for the units for which the RPL has been sought. Such evidence may include original certificates of courses completed.

All evidence collected from learners for the RPL process must be duly documented by the centre through following appropriate quality assurance protocols. The centre must be able to offer such records upon request.

#### Stage 4 – Feedback to Learners

Once the assessment is completed, the centre will provide feedback to the learner regarding the results and offer guidance on the options available to them, which may include further learning and development.

#### Stage 5 –Award of RPL

If the learner can fulfil the credit requirements with the provided evidence for the RPL, the learner will be awarded the relevant credits.

#### Stage 6 – Learner's Appeal Against Decision

The centre must guide learners who wish to appeal against rejection decision to the RPL claims. Learners must be made aware of the steps involved in the appeals process, any costs it might entail, and the timeline for a final decision on their appeals. We have Appeal Policy to be followed by the centre and learners in this regard.

The centre can claim RPL certificates from Edupro once their assessment is completed and a favourable outcome for the RPL claim has been determined.

The centre must retain all relevant documentation of every RPL application for three years for verification processes.

### **3.1. Timeline**

Edupro expects the centre to complete the RPL assessment by the centre within ten working days of enrolment by the learner.

However, we expect to complete a particular RPL decision within 30 working days of the learner enrolment.

### **3.2. Possible Outcome**

Individuals can be recognised for their current knowledge, understanding, or skills if they can present relevant proof that fulfils learning outcomes. Individuals can claim credit for a unit solely based on their RPL success if they can demonstrate that they met all of the learning objectives and evaluation requirements in that unit.

If RPL evidence only cover one or more learning objectives, or only partially satisfy the requirement of a learning outcome, then additional assessment techniques should be used to provide sufficient evidence to take a safe assessment judgment.

There is no age limit for the evidence used RPL decision. However, assessors have to judge if it is legitimate and genuine. For the assessment of current performance, RPL may be used in conjunction with other techniques of evaluation, such as professional interview or observation.

### **3.3. Role of the Centre**

Since all Edupro qualifications are delivered through centre, the assessment of any RPL decision is to be taken by the approved centre at first instance followed by the external quality assurance by Edupro. However, approved centre is required to ensure the following:

- Centre has a suitable RPL Policy in place to meet centre approval requirements.
- Centre staff (and learners) are aware of the RPL Policy and the centre's procedures for claiming RPL.
- Centre Internal Quality Assurers (IQAs) support assessors and provide them with training/guidance in the use of RPL as a method of assessment.
- Centre IQAs ensure learners who have achieved through RPL are included in the IQA sample.
- Centre Assessors ensure that learners are aware of your centre's RPL Policy.
- Centre Assessors ensure that a learner's previous achievements are evaluated upon enrolment and where applicable, access to RPL and further support and guidance is provided for the learner.

### **3.4. Complaints Process**

Edupro Complaints Policy and Procedures to be followed for dealing with complaints regarding the recognition of prior learning.

### **3.5. Limit**

RPL credit will be awarded for whole unit only. Moreover, a learner also required to be assessed for at least one unit of the qualification.

## Appendix 1: Recognition of prior learning (RPL) Form

Recognition of prior learning (RPL) is a process by which learners are recognised for knowledge, understanding or skills they have already achieved. All requests must be considered by Open Awards for approval. The request form MUST be completed as soon as possible and in any event by no later than 6 weeks after the learner has started the course. Forms must be accompanied by appropriate supporting evidence.

Centre		Centre ID		Qualification	
Learner		Learner ID		Application Date	

### a) RPL request against previous unit achievement

To be completed for learners evidencing achievement through previously completed qualifications or units.

Units for which RPL is being requested			Previously achieved units against which RPL is being requested				Evidence Offered by Learner	Evidenced Mapped to Requirements
Unit Title	Unit Code	Unit Level	Unit Title	Unit Code	Date Awarded	Awarded By		Yes/No

\*Add additional rows as needed

### b) RPL request against previous experience

To be completed for learners evidencing achievement through previous experiential learning (i.e. not qualification based)

New units for which RPL is being request			Existing experience against which RPL is being claimed	Evidence Offered by Learner	Evidenced Mapped to Requirements
Unit Title	Unit Code	Unit Level			Yes/No

\*Add additional rows as needed

**Centre Declaration:** We confirm that:

- The evidence presented covers all assessment criteria for the unit(s) indicated and the unit(s) should be awarded through RPL.
- Evidence mapping document has been submitted to Edupro along with this request. Rules of combination for the qualification will be met on successful completion of the qualification.
- All evidence of prior learning considered in making this request has been retained by the centre
- All evidence of prior learning will be made available for Edupro to review at quality assurance and/or moderation visits.
- The undersigned has been authorised by the centre to submit this request for RPL

Name		Email		Telephone	
Signature		Role		Date	

Appendix 2: Edupro Recognition of prior learning (RPL) Process Flowchart

