

Recognition of Prior Learning Policy

Introduction

This policy is relevant to learners, assessors, customers and others involved in the compilation, assessment and quality assurance of portfolios of evidence.

It clarifies our commitment to the recognition and accreditation of life-long achievement in both the learning and work environments, how we will ensure that all previous achievement is recognised and used to support claims to competence and our continuing dedication to quality and the principles of assessment.

Centre's responsibility

It is important that our staff involved in the management, assessment and quality assurance of our qualifications, and our learners are fully aware of the contents of the policy and that our centre has arrangements in place to regularly review and update the contents according to awarding organisations requirements.

Review arrangements

We will review the policy annually as part of our annual self-assessment arrangements and quality plan. The policy will be revised as and when necessary, in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or awarding organisations or changes in legislation or trends identified from previous work.

Prior Learning

Prior Learning is important because:

“The term ‘life-long learning’ is often used to encompass learning that takes place beyond the education system”

Avis, J., Fisher, F. and Thompson, R. (2010) *Teaching in Lifelong Learning*. Berkshire: McGraw Hill.

“We know that education has failed many people and left them disadvantaged in many ways – emotionally, psychologically, economically and socially. Inclusive learning and widening participation go hand-in-hand”

Scales, P. (2013) *Teaching in the Lifelong Learning Sector*. Berkshire: McGraw Hill.

Recognition of Prior Learning Policy

Clifford College, as a Training Provider, is fully committed to inclusivity and recognises that every learner, through their life, work or educational experiences will have gathered knowledge and acquired skills which will be relevant to the learning being pursued/ their programme, and which can be used to supplement and support evidence.

All Clifford College administrators and assessors are skilled in the recognition of prior learning and achievement which will be reviewed in detail during the preparation of individual learning plans and as their programmes progress.

Recognition of prior learning is motivation for our learners and enhances the assessment process.

Definitions (sourced from ILM Recognition of Prior Learning Policy)

- Recognition of Prior Learning (RPL) is 'a method of assessment that considers whether a learner can demonstrate that they meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning'.
- The Recognition of Prior Learning (RPL) is the process for recognising learning that has its source in experience and/or previous formal, non-formal and informal learning contexts. This includes knowledge and skills gained within school, college and university and outside formal learning situations such as through life and work experiences.

Evidence of RPL

There are two clear sources of prior learning which should not be confused:

1. Recognition of Prior Learning and Experiential Learning (RPEL) – some learners may not have a formal qualification in certain aspects of their job but have gained important skills and knowledge from a previous work or life experience. This is valuable evidence of competence and our assessors will encourage their learners to submit letters of commendation, photographic/video material, log-books or diaries from previous work signed by a manager. Our assessors will guide learners to recognise their previous achievements and apply them in the assessment of their current qualification.
2. Recognition of Prior Learning (RPL) – RPL is based upon the accreditation and certification of prior learning and achievement. These certificates may be vocationally or academically achieved and assessors will assist learners to 'map' or cross-reference their previously gathered knowledge, skills and achievement to the new qualification. Existing certificates will be copied and authenticated or evidence taken from the Learner Record Service (LRS) and presented in the learner's portfolio.

Recognition of Prior Learning Policy

All evidence of competence and competency is reviewed by our Internal Quality Assurers and the External Quality Assurers representing Awarding Organisations. All our assessors regularly attend standardisation events at which Recognition of Prior Learning is a regular discussion point.

All evidence of competence whether it is Current, Recognition of Prior Learning or Recognition of Prior Learning and Experiential Learning will be considered for its:

- Validity –relevant to the standards/criteria against which the candidate is being assessed
- Reliability – checked by a qualified assessor who is experienced with the qualification to confirm that the evidence meets current requirements
- Sufficiency – that the evidence Current, RPL or RPEL to prove competence
- Authenticity – that all evidence provided can be confidently attributed to a learner
- Currency – demonstrate the candidate’s current skills and knowledge and comply with current standards

Outcomes of RPL

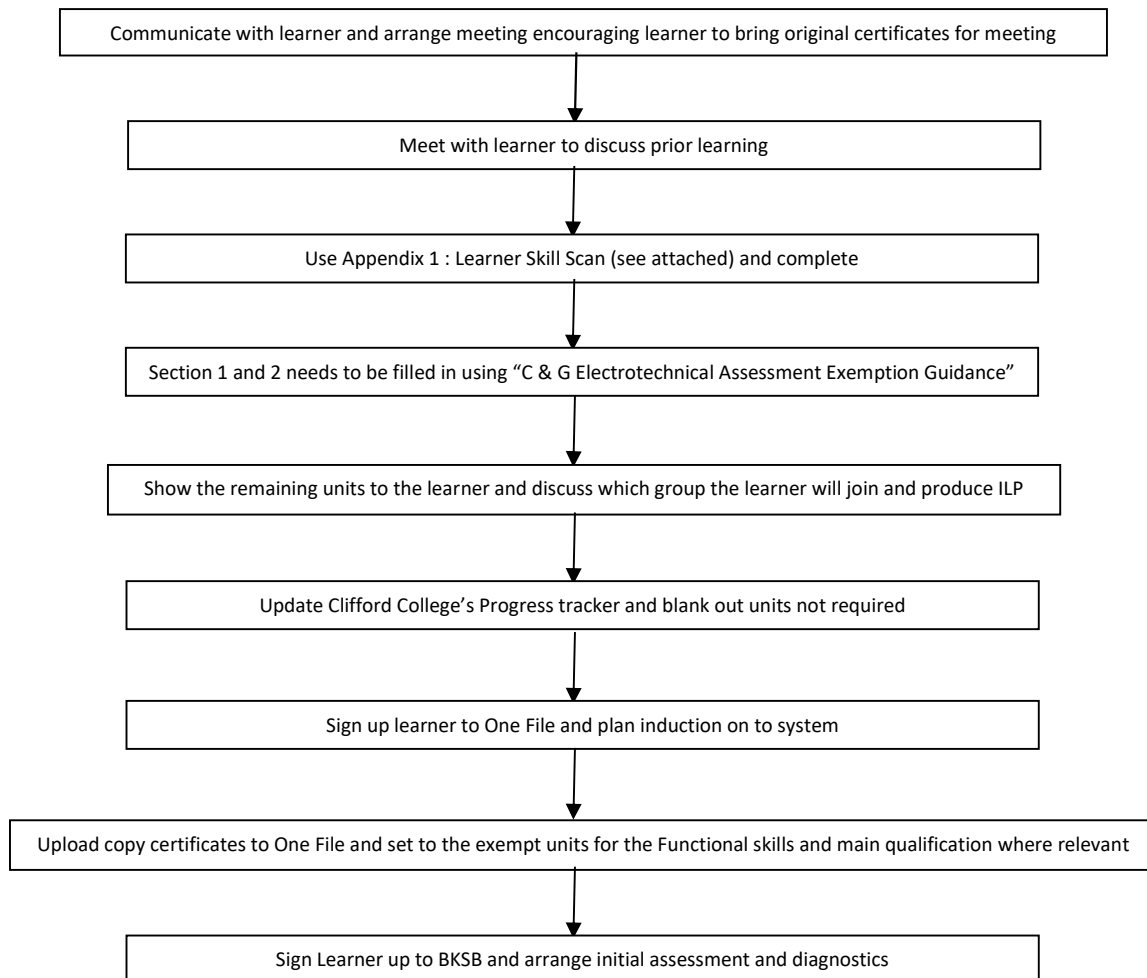
Recognition of Prior Learning may not provide all the evidence needed by the learners for the current qualification. Clifford College’s assessors will guide learners to produce additional evidence. Where RPL fully meets current criteria, however, it will be accepted as evidence of current competence and where the standard of a unit is met by evidence obtained from, or partly from RPL, credit can be claimed.

Signed: 

Date: February 2022

Richard Sands
Centre Co-Ordinator

Process for RPL



Appendix 1: LEARNER SKILL SCAN

Completed by assessor and retained for auditable records including evidence

Assessor name		Candidate name	
Centre No		Candidate No	
Previously Achieved qualification/s including awarding organisation (summary)			Qualification completion date

Learner Prior Related Experience	Learner current role/activities

1. Assessment exemption

Assessments exempt	Evidence/certification available allowing exemption - Assessor please initial

2. Assessment required

Units still required	Assessment(s) required to achieve full unit

<p>What evidence shows valid currency of previous qualifications (where historical evidence is used)</p>	
<p>Next steps (action plan) use additional sheets where required</p>	

<p>Assessor signature</p>		<p>Learner signature</p>		<p>Date</p>	
<p>Notes</p>					