Everso Training Ltd
Recognition of Prior Learning (RPL) Policy

1.Policy Statement

Lifetime Training recognises that learners may begin a programme of learning with some previous experience. The RPL policy ensures that, where applicable, learners do not need to repeat or duplicate topics. This will allow the learner's individual learning plan to be focused on areas of development.

2.Definition

Recognition of Prior Learning assesses evidence of a learner's previous non - certificated achievements which demonstrate competence within a unit or qualification.

Through the RPL process, evidence of a candidate's previous achievement (learning) is assessed against the learning outcomes of a unit.

3. Principles

The process of RPL needs to include the following:

• An application form that the learner completes. This will identify the evidence they wish to be assessed to claim RPL against a unit

• The regional trainer must review the evidence submitted and complete a professional discussion to confirm competency

• The regional trainer must assess the evidence ensuring VARCS [IN FULL] has been covered

• The regional trainer confirms where competency has been achieved

• If the RPL evidence does not cover the whole unit then the unlearned elements must still be covered

• The quality improvement trainer must sample all RPL claims as part of their risk-based sampling approach.

4. Scope and Limitations

RPL can be used against any accredited qualification including qualifications within the Qualification and Credit Framework (QCF).

If RPL is used towards more than 50 per cent of a unit then potential funding reductions need to be considered.

5. Responsibilities

The Quality Manger is primarily responsible for the design and implementation of the RPL policy and associated processes. All staff members are responsible for ensuring that they understand and follow the RPL policy and processes that are laid out.

Regional trainers are responsible for making sure learners are made aware of what RPL is and how they can apply to use RPL within their programme of learning.

The Head of Quality and Learner Services is responsible for the final implementation of the policy.

6. Implementation arrangements

The initial policy will be agreed and appropriate training and guidance will be provided.

The process of assessment using RPL will be embedded within the delivery of the assessor qualifications and will therefore form part of the induction programme.

The QITs will quality assure the use of RPL as part of their sample and this will then form part of Lifetimes internal standardisation process.

7. Monitoring and Review

An annual timetable to review the policy and subsequent documents will be published each year.

The Quality Manger will oversee the effectiveness of the implementation of this policy and related documents with the support of the Central Quality Team, Area Managers, Business Managers and Quality Improvement Trainers.

8. Related Documents

• Recognition of Prior Learning (RPL) process

• Recognition of Prior Learning (RPL) learner application