

## SCOPE OF POLICY

1. This policy applies to vocational qualifications including those on the Regulated Qualifications Framework delivered at kingdom college limited.
2. The RPL process is relevant to individuals who can evidence that they have previously gained knowledge or understanding or achieved a skill or competence relevant to their current programme of study.
3. This policy is not applicable for external assessment, set exams or set assignments.
4. The use of Recognition of Prior Learning (RPL) is not a mandatory requirement in terms of the learner. However, if a learner or the initial assessment, presents the possibility of RPL and the qualification allows the use of RPL, this policy will be implemented.

## STATEMENT OF POLICY

1. Recognition of Prior Learning is a process of assessment leading to the award of credit that considers whether a learner can demonstrate that they meet the assessment requirements for a unit/qualification through knowledge, understanding or skills they can evidence that they already possess, and which do not require further development at the identified level through a course of learning.
2. Evidence could be drawn from various aspects of a learner's prior learning including, but not exclusively:
  - education and training
  - work activities
  - community or voluntary activities
  - Previous accreditations of qualifications
3. Any appropriate assessment methodology may be used in the Recognition of Prior Learning Process. Provided that the assessment requirements of a specific unit or qualification have been met, the use of RPL is acceptable for use towards the accreditation of a single unit, units or a whole qualification, although the latter will be untypical of the use of the process as it would be very unusual for a learner to be able to offer prior achievement that totally matches every aspect of a qualification's assessment requirements. Partial unit accreditation is not possible.
4. Any evidence submitted for the Recognition of Prior Learning must be:
  - Valid
  - Reliable
  - Current
  - Authentic

## PROCEDURE

### THE RPL PROCESS

#### **Stage 1 – Awareness, Information and Guidance**

Ahead of enrolling a potential learner, the possibility that they may be able to claim credit for some of their previous learning should be raised with them by the assessor and raised with the head of quality. If the learner is interested in this, they will need to know the:

1. Process of claiming achievement by using RPL
2. Sources of support and guidance available to them
3. Timelines, appeals processes and any fees involved

#### **Stage 2 – Pre –assessment, gathering evidence and giving information**

At this stage the learner will carry out the process of collecting evidence against the requirements of the relevant unit(s) as agreed with the assessor and Head of quality. In some cases, the development of an assessment plan and tracking document or similar may be required, to support the learner through the process. The evidence gathered will need to meet the standards of the unit, or part of a unit, that the evidence is being used for.

#### **Stage 3 – Assessment/documentation of evidence**

Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgments about a learner's prior learning and experience in relation to unit standards. The assessor may be looking at work experience records, validated by managers; previous portfolios of evidence put together by the learner or essays and reports validated as being the learner's own unaided work. Assessment must be valid, current and reliable to ensure the integrity of the award of credit and, as above, the evidence gathered needs to meet the standards of the unit, or part of a unit, that the evidence is being used for. The assessment process will be subject to the College's quality assurance procedures, for example internal standardisation and internal verification as well as the awarding organisation's quality assurance procedures. Evidenced gathered through RPL should be clearly referenced and signposted to aid internal assessment and internal and external verification.

#### **Stage 4 – Claiming Certification**

Once the internal and external quality assurance procedures have been successfully completed, certification claims can be made. Assessment and internal verification records, along with any additional RPL records completed, should be retained for the standard three-year period following certification. The assessor must ensure that all learning outcomes and assessment criteria being claimed for each unit are achieved and that the records of assessment are maintained in the usual way.

#### **Stage 5 – Appeal**

As with any assessment decision on procedural grounds, if a learner wishes to appeal against a decision made about their assessment, they need to follow the College's policy and procedures and then the awarding organisation's Enquiries and Appeals procedures.

## COLLATING INFORMATION ON THE USE OF RPL

In order to quantify the use of the Recognition of Prior Learning process, external verifiers will be required to identify the provision where Recognition of Prior Learning has been applied.

The Recognition of Prior Learning assessments will be included in standardisation and evaluation activities so that processes are reviewed, and approaches improved on the basis of user feedback.

## ROUTE TO RECOGNISING PRIOR LEARNING

There are three ways of recognising prior learning which may be open to the student:

**Route 1** – Submit a portfolio of evidence based on previous relevant knowledge, skills and competencies which must be assessed against the assessment criteria of the unit/s for which RPL is being sought to ensure that all learning outcomes have been achieved.

**Route 2** – Undertake the same assessments as students following a formal course of learning and assessment that lead to award of the unit or qualification. The assessment may be undertaken without attending teaching sessions.

**Route 3** – Assessment through a summative assessment against a unit or full qualification.

## POLICY VALIDITY

This policy is valid for the academic years 2022-2023 and is due for review in July 2023.

## POLICY OWNER AND REVIEWER

The Senior Manager responsible for this policy is the HEAD OF QUALITY.

## POLICY MONITORING, REVIEW AND EVALUATION

A review of this policy will form part of the annual process of self-assessment for the curriculum function and will involve input from a range of stakeholders including staff, students, awarding organisations, regulatory bodies and others.

## PLEASE NOTE

VERSION: 1.02 JULY 2022

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# Recognition Prior *Learning* Policy

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Recognition of Prior Learning (RPL) is the recognition of non-certificated learning towards a full not partial unit or qualification. The Recognition of Prior Learning is not the same as:

- An exemption
- An equivalent
- A credit accumulation or transfer

**Last Reviewed date:** 01-07-2022

**Next Review Date:** 01-06-2023

*Mumtaz Khan*

Mumtaz Khan, Managing Director

