



Recognition of Prior Learning Policy (RPL)

VOCAL HEALTH
EDUCATION

Policy Statement

Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of a qualification] that considers whether students can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

The RPL Process.

Stage 1 Awareness, information and guidance

Ahead of enrolling a potential student, the possibility that they may be able to claim unit(s) for some of their previous learning and/or experience should be raised with them. If the student is interested in this, they will need to know the:

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

Stage 2 Pre-assessment, gathering evidence and giving Information

At this stage the student will carry out the process of collecting evidence against the requirements of the relevant unit(s). In some cases the development of an assessment plan and tracking document or similar may be required, to support the student through the process. The evidence gathered will need to meet the standards of the unit, or part of 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 students' 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 student or essays and reports validated as being the student's own unaided work. Assessment must be valid and reliable to ensure the integrity of the award of unit(s) and, as above, the evidence gathered needs to meet the standards of the unit, or part of unit, that the evidence is being used for.

If the collated evidence of RPL for a student is judged by the centre not to be sufficient to meet all the requirements of the relevant unit(s), then the student will have to complete the normal assessment for those unit(s) if they wish to be awarded the qualification.

The assessment process will be subject to the usual quality assurance procedures of the centre, for example internal standardisation and internal verification. Evidence gathered through RPL should be clearly referenced and sign posted to aid internal assessment and internal and external verification.

Stage 4 Claiming certification

RPL processes and evidence used by the centre will be subject to the normal internal quality assurance processes.

The awarding organisation may check RPL via its external quality assurance processes, and if we identify that not all requirements for a unit have been met via the RPL evidence, then more evidence will be needed or the student will have to undergo the normal assessment requirements. Once the internal and external quality assurance procedures have been successfully completed, certification claims can be made by the centre. Assessment and internal quality assurance records, along with any additional RPL records completed, should be retained for the standard three year period following certification.

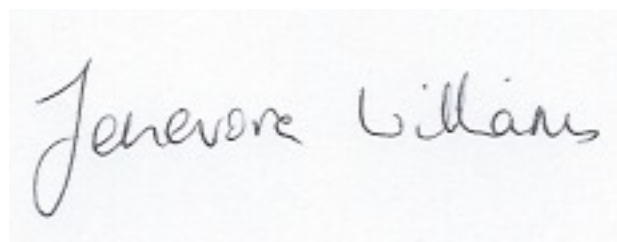
The assessor must ensure that all learning outcomes and assessment criteria being claimed for each unit are achieved and that the records of assessment are maintained in the usual way.

Stage 4 Appeals

As with any assessment decision on procedural grounds; if a student wishes to appeal against a decision made about their assessment they need to follow the standard centre policy and procedures.

Date: 28.03.2025

This policy will be reviewed every 24 months by Dr Jenevora Williams

A handwritten signature in cursive script that reads "Jenevora Williams". The signature is written in dark ink on a light-colored background.