

Version	1	
Last reviewed	December 2020	Reviewed by: The Principal
Next Review	June 2021	

Recognition of Prior Learning Policy

1. Scope of policy

- 1.1 You can apply Recognition of Prior Learning (RPL) to internally assessed parts of our vocational qualifications.
- 1.2 The use of recognition of prior learning is optional. But, if you choose to apply it, you need to have an internal policy on RPL and the proper resources to do so.
- 1.3 You cannot use RPL for external assessment, set exams or set assignments.
- 1.4 If a candidate wishes to get exemptions due to prior learning the Admission Officer shall make the candidate fully aware of the requirements for mapping the learning criteria. The Admission Officer shall be responsible for making the student aware of the requirements of the application of Recognition of Prior Learning with reference to the RPL policy and BTEC regulations
- 1.5 The Admissions Department shall allow an entrant to apply for RPL only after approval from the Principal. The process of RPL shall be strictly followed according to the guidelines mentioned below.

2. What is Recognition of Prior Learning (RPL)?

- 2.1 RPL is about using a learner's evidence of earlier learning and achievement towards part of a qualification. An assessor reviews whether the evidence is enough to show that a learner has met the assessment requirements for a current qualification. The learner needs to show that through knowledge, understanding or skills they already have, they do not need to repeat the course or complete extra assessment activity.
- 2.2 If there is evidence that the learner has previously shown the knowledge, skills or understanding required by a qualification, this may be used towards achieving that qualification. The evidence must be:
 - valid;
 - current;
 - reliable;
 - authentic and
 - sufficient.
- 2.3 RPL is not normally used to provide evidence against achievement for an entire qualification. This would be called an exemption, and is usually used where a learner



must gain a specified qualification for a particular purpose (for example, as an entry requirement for further study, employment or registration). If you or your learners think that they are entitled to an exemption, we recommend you refer to the organisation which has specified the original qualification requirement. If a particular qualification is specified as an entry requirement to a qualification offered by us, we will list any appropriate exemptions in our specification.

3. Can learners use a previously achieved certificate towards a qualification?

- 3.1 In these cases, a learner may use a previously achieved certificate as evidence without them having to repeat learning or assessment.
- 3.2 If we have not mapped qualifications, you will need to map and check that the learners' previous certificated achievement meets the current qualifications assessment criteria. It is important that you keep a record of the mapping so that we can confirm that it is valid.
- 3.3 No extra assessment is needed if a learner's previously achieved certificate or qualification meets the requirements of a whole unit.