Recognised prior learning

**Introduction**

A Recognised Prior Learning (RPL) policy outlines the process by which a learner’s relevant prior formal or non-formal learning or experience is formally evaluated in order to determine whether it satisfies any part of a qualification and therefore allows for an amendment to, or exemption from, some aspect of the qualification requirements.

**Stage 1: General information, advice and guidance (IAG)**

Active Lancashire Limited will provide the learner with information, advice and guidance about the process for claiming credit (for any relevant learning, experience, knowledge or competences they may already have), which might contribute to the RQF qualification they aspire to complete or individual unit(s) within it, to enable them to make a decision about whether or not to use the RPL route. This may also incur a charge for carrying out the investigation which the learner will be made aware of at this stage.

**Stage 2: Pre-assessment – gathering evidence and providing information**

If a learner has made the decision to claim credit through RPL, they must collect evidence against the requirements of the unit(s). Active Lancashire Limited will make the learner aware of the implications of the process, ensure they are aware they will need sufficient support to make a viable claim, and they will need to be able to make decisions about how to collect and present evidence against the learning outcomes and assessment criteria. Active Lancashire Limited will procure the services from an external provider to carry out this work.

**Stage 3: Documentation of evidence and its assessment**

When evidence is assessed as part of RPL, there will be a structured process for gathering and reviewing the evidence and making judgements about the learner’s prior learning and experience in relation to unit standards.

The diagram below shows the process for gathering and reviewing evidence:

Learner decides to pursue RPL route and submits the relevant RPL Needs Analysis Form for review by Active Lancashire Limited administration team (£40 admin fee is payable)

Active Lancashire Limited appoint an RPL Assessor to review the RPL Needs Analysis Form

RPL Assessor reviews form and provides feedback to Active Lancashire Limited

Learner is advised that RPL is a suitable route for them and is given a quote for the cost of RPL

Learner signs RPL Agreement, Terms and Conditions, and makes payment

Learner sends in all evidence to Active Lancashire Limited for RPL Assessor to review in full

Active Lancashire Limited request copies of all evidence of prior learning described in RPL Needs Analysis Form

RPL Assessor gives feedback and action plan highlighting any gaps of learning

Assessment is arranged and decision is communicated with Learner

This process can take up to one month from start to finish.

Stage 4: Feedback

After assessment, Active Lancashire Limited Learning will give the learner the outcome of the assessment; feedback on the evidence; and support and guidance on any further options. Depending on the outcome of the assessment, the learner might be offered further learning, practice or assessment opportunities.

Stage 5: Awarding credit

All credits achieved through RPL are certificated by the awarding organisation in exactly the same way as all other credits.

Stage 6: Appeal

If you are a learner wishing to appeal against an assessment decision you should be aware of the Active Lancashire Limited Appeals Procedure which can be found here [Training Centre | Active Lancashire](https://www.activelancashire.org.uk/projects/training-centre) Learners are advised to keep copies of all documents relating to their assessment and appeal using the templates provided in the relevant policies.

This policy will be reviewed annually.

**Recognised Prior Learning Needs Analysis Form**

Name:

Email address:

Workplace:

Name of course you wish to attend:

Details of RPL Request:

*Please provide information and attached evidence on which unit(s) you feel you have existing experience/learning on and explain why you feel your request should be investigated.*

Training Centre Learner Appeal – Form 1 Annex 1

|  |  |
| --- | --- |
| Learner’s name: |  |
| Date of assessment: |  |
| Name of the assessor(against whose decision the appeal is being made): |  |

Nature of the Appeal:

|  |
| --- |
| Details of Original Assessment Decision: |
|  |
| Learner’s signature: |  | Date: |  |

To be completed by the assessor (if appropriate)

Assessor Response:

Date of meeting:

|  |
| --- |
| Signed: |
| Assessor: |  | Date: |  |
| Learner: |  |  |

Training Centre Assessor Appeals Log Annex 2

|  |  |
| --- | --- |
| Assessor: |  |
| Qualification: |  | Recognisedcentre: | Active Lancashire Limited  |
| Event number: |  | Venue/site: |  |
| Learner name: |  |
| Feedback: |
|  |
| Assessor Signature: |  | Date: |  |

Training Centre Learner Appeal – Form 2 Annex 3

|  |  |
| --- | --- |
| Learner name: |  |
| Learner registrationnumber: |  |
| Date appeal submitted: |  |
| Address: |  |
| Email address: |  |
| Contact telephonenumber: |  |
| Date of assessment: |  |
| Name of assessor:(against whose decision the appeal is being made) |  |

Describe the reasons for your appeal as fully as possible. Please include copies of any associated documents (e.g. learner evidence, record of feedback from the assessor involved). You should keep a copy of the completed form.

|  |
| --- |
| Type of Assessment and Nature of the Appeal |
|  |
| Details of Original Assessment Decision |
|  |
| Signature of learner: |  | Date: |  |

*Please attach any additional information, if necessary.*

To be completed by Active Lancashire Limited

|  |  |
| --- | --- |
| Date of appealsmeeting: |  |
| Meeting attendees: |  |
| Summary of the meeting discussions: |  |
| Outcome of the Meeting: |
| Uphold the original assessment decision |  |
| Offer the learner an opportunity for a resit/reassessment free of charge |  |
| Overturn the original decision |  |