European Union
European
Social Fund

CWP
Creativity
Works
Preston

Recognition of Prior Learning Policy **September 2021-August 2022**	
AIM:	To provide clear direction to staff and others on the recognition of prior learning and how it can be applied towards learning outcomes.
NAMED STAFF/PERSONNEL WITH SPECIFIC RESPONSIBILITY FOR INTERNAL QUALITY ASSURANCE	**Lead** – Anita McGreevy **Deputies** – Lauren Breakell **Nominated Trustee** – Paul Wallace
DISTRIBUTION:	- CWP staff, volunteers and learners - Service users - Website
DATE FOR IMPLEMENTATION:	1st September 2021
DATE OF NEXT REVIEW:	31st August 2022
AUTHOR:	Anita McGreevy – Compliance and Operations Manager
APPROVED BY:	Bill Adams – Chair of Trustees

Recognition of Prior Learning Policy

Introduction

This policy relates to all learning programmes at CWP. CWP aims to provide opportunities for learners to submit evidence using recognised prior learning (RPL) that can be mapped against learning outcomes and assessment criteria, to contribute to a recognised qualification.

Scope

The policy aims to ensure that learners can apply for RPL against any recognised qualification, for which they are currently enrolled, to recognise learning based on experience and/or other previous formal, non-formal and informal learning contexts. This will include knowledge and skills gained within school, college, and outside formal learning situations such as through life and work experiences.

Definition

The Regulatory Arrangements for the Qualifications and Credit Framework (QCF) provides the following definition of Recognition of Prior Learning (RPL):

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

In the context of the QCF, the definition of RPL is quite specific and relates to assessment leading to the award of credit. Assessment for RPL is conducted against the learning outcomes and assessment criteria of a unit/module and is subject to exactly the same internal and external quality assurance requirements as any other kind of assessment.

Procedure

RPL must first satisfy the Awarding Organisations requirements. This must be checked by the Internal Quality Assurer. Post approval, the following procedures shall apply:

- An application is made in writing by the learner indicating their intention to apply for RPL for a specific unit of their current course to the course tutor.
- The Course Tutor may look at:
  - Work experience records, validated by managers.
  - Past portfolios of evidence
  - Reports validated as being the learner's own unaided work
  - Expert witness testimonies.
  - Professional discussions.
  - New assignment briefs or tasks that have been created to fill any gaps in the
- The Tutor will assess the evidence within three weeks of submission clearly mapping to the specified assessment criteria and ensuring that evidence is valid, sufficient and current in relation to expected industry competence. The evidence should be consistent with non-RPL evidence submitted as part of a learning programme.
- If Assessor finds gaps in the learner's work through RPL, then the Assessor will need to use more assessment methods to create enough evidence to be able to award the learning outcome for the whole unit.

- The nominated IQA will view the assessed evidence to confirm that accurate mapping against the identified criteria has been undertaken by the assessor. The IQA will then provide feedback to confirm achievement or indicate clearly any further evidence required.

Documenting Evidence

Evidence collected through the RPL process is assessed and verified through the same quality assurance procedures that the centre uses for any other internal assessment methods. CWP ensures the records of assessment against prior learning are kept and are available for verification if requested.

Claiming Certificates

Certificates can be claimed once the quality assurance processes have been successfully completed using the standard procedures. After certification, assessment and internal verification records are kept for 3 years alongside with any RPL records.

Appeals

If a learner is not satisfied with the assessment decision, they need to follow standard CWP Appeals Procedure.

Monitoring

This Policy is monitored and reviewed on annual basis by Compliance and Operations Manager.