Recognition of Prior Learning (RPL)

Contents

VERSION	AUTHOR	REVIEW/NOTES
Version 1-13 Jan21	Head of Administration and QA	First Draft
Version2- 09 March 21	Dr P Ramluggun-Essoo	Final

1. Scope of policy

1.1 **One can apply** Recognition of Prior Learning (RPL) to **internally assessed parts** of our vocational qualifications (inclusive of those qualifications that have externally set themes/topics which are internally assessed).

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 the institution or its learners think that they are entitled to an exemption, it is recommended that reference be made 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 the institution, any appropriate exemptions will be listed in the specification.

2.4 Applications for RPL must be carried out and the Academic Board shall investigate and inform of the decision within 10 working days of application.

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

3.1 Occasionally Rushmore will map or give guidance to show shared content across units or qualifications. In these cases, a learner may use a previously achieved certificate as evidence without them having to repeat learning or assessment.

3.2 We shall keep a record of the mapping document.

3.3 No extra assessment is needed if a learner's previously achieved certificate or qualification meets the requirements of a whole unit.

Assessing and documenting evidence

- Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgements about a learner's past learning and experience in relation to unit standards. The Academic Board may look at:
  - Work experience records validated by managers.
  - Past portfolios of evidence or essays made by the learner.
  - 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 learner's work.
- Standards Verifiers or External Examiners are not required to give feedback on an assignment brief or task if decision is taken to set one as part of RPL.

Documenting evidence

- Evidence collected through the RPL process needs to be assessed and verified through the same quality assurance procedures that we use for any other internal assessment methods.
- Rushmore shall ensure records of assessment against prior learning are kept and are available for verification if requested.

Outcomes of the RPL process

- Once the board has checked a learner's evidence and made an assessment decision, outcome shall be communicated to the learner within 10 days of application.

4. Policy date

Version 1 Jan21 – Drafted by Head of Administration and Quality Assurance
Version 2 March 21 – Reviewed by Academic Director