

## **RECOGNITION OF PRIOR LEARNING (RPL) POLICY**

This policy applies to all our provision, including but not limited to the following:

Virtual Learning Environment courses  
Face to Face and Blended courses

In general, recognition of prior learning is available to all learners enrolled on our courses. We adopt a number of principles regarding RPL:

1. Only previously certified learning will be considered.
2. Certified learning is that which is delivered by a regulatory authority recognised awarding organisation, and which is contained on a regulated qualification framework, or the equivalent Higher Education framework. The exception to this is recognised military training within specific partnership arrangements.
3. Currency of learning will be considered to be a maximum of 3 years, unless a statement of continued currency of competency is obtained through the military chain of command or similar.
4. Consideration will only be given if certificates are provided by the learner and checked by the assessor/IV alongside other evidence. It is vital that these certificates or evidence of learning is provided *prior* to any assessment taking place, and this is responsibility of the allocated assessor to check.
5. Relevant learning outcomes must be available.

Our principles are based on our experience that it is often challenging to utilise RPL as a method of assessment and is, in general, only applicable in the specific and planned cases, as below.

If a learner wants to utilise RPL for a qualification that we have not mapped, any charges to undertake this will be borne by the learner, unless a cohort of at least 10 learners is involved, when financial arrangements will be negotiated accordingly.

We have clear statements on entry requirements for qualifications above Level 3, designed to offer a greater chance of success for learners.

### **RPL for Military Personnel**

We have adopted specific procedures to utilise RPL for learners who are, or have, served in specific parts of the military. This is based on the following process:

1. Establishment of key contact within specific trade sectors of the Armed Forces
2. Establishment of sufficient demand
3. Establishment of clear link between military training objectives and awarding organisation standards

4. Completion of a mapping between military training objectives within specific courses and awarding organisation standards within specific qualifications, approved by awarding organisation
5. Agreement on level of 'gap' to be covered to achieve awarding organisation full standards, and agreement on feasibility of the development of training to cover this gap
6. Development of learning materials and the building of a course within our Virtual Learning Environment (VLE) or for direct or blended delivery to cover the gaps
7. Agreement on assessment methodology for the gap in learning, and approval by the relevant awarding organisation of the mapping, the delivery method and the assessment methodology, including the need to check authenticity of completed learning in each individual case *prior* to assessment taking place
8. Agreement on the processing of data and confirmation of successful completion of relevant training objectives.
9. Agreement on the currency of military training objectives for the use of RPL.

Such instances will always require awarding organisation approval.

Briefing documents are available giving more information on 'mapped' courses which have been approved by awarding organisations against each of the relevant courses.

Learners utilising RPL as an assessment methodology against our 'mapped' courses need to upload a scanned copy of either the original trade course certificates, or as a last resort a copy of their JPA clearly showing success in the relevant trade course.

Use of the CLM (or current equivalent) as an RPL requirement is also relevant to some of the 'mapped' courses, and again a scanned copy of the original certificate, or as a last resort a copy of their JPA clearly showing success at the relevant level is required.

These certificates as evidence of RPL must be provided prior to assessment taking place, except in exception circumstances. Regardless, final certification cannot take place until RPL evidence is provided and checked through assessment and internal/external verification. It should be noted that registration expiry regulations apply from the date of Awarding Organisation registration and extensions are only offered in exceptional circumstances.

For information on use of CLM as an RPL route for mandatory units within qualifications, see Appendix A.

## **APPENDIX A**

The CLM military courses are specific to promotion through the rank structure of the military. As such, these courses are focused on leadership and management, broadly.

As part of existing mapping exercises, the CLM courses at various levels are already mapped against business/management modules within CILT and IWFM qualifications. These mappings are approved by the relevant AOs.

It is therefore possible to utilise these mappings for our Military Open courses for personnel who have completed CLM courses, but not necessarily specific trade courses. This therefore is applicable to a broader military base than the specific RLC/RAF trades we are working with for specific RPL routes.

As an example, an Infantry Staff Sergeant will have completed the relevant CLM and can therefore claim an RPL element for parts of the Management in Logistics and Transport module at Level 5. He/she cannot however claim any other RPL element.

The standing requirement for the assessor to view the CLM completion certificate (or JPA) to ascertain the RPL element prior to assessment still stands within the VLE. The currency of 3 years also applies, unless a statement of current competence is obtained from the chain of command.