

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Introduction

PAAVQ-SET is a specialist Awarding Organisation regulated by UK Qualification Regulators, Ofqual, Qualifications Wales and SQA Accreditation. The purpose of this policy is to comply with UK Regulators' requirements and provide information to our Centres and Learners.

Scope

This Policy applies to all PAAVQ-SET's qualifications, including those on Regulatory Frameworks and Bespoke Qualifications. It provides a definition of RPL and information on how it should be implemented for PAAVQ-SET's centres and learners.

What is RPL?

PAAVQ-SET's definition of Recognition of Prior Learning (RPL) is the process of

- (a) Identification by an Awarding Organisation of any learning undertaken, and/or attainment, by a Learner-
 - (i) Prior to that Learner taking a qualification which the Awarding Organisation makes available or proposes to make available, and
 - (ii) Which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification and,
- (b) Recognition by an Awarding Organisation of that learning and/or attainment through amendment to the requirements which a Learner must have satisfied before the Learner will be assessed or that qualification will be awarded

Centres wishing to carry out RPL must ensure that:

- Learners are registered as soon as they formally start to gather evidence
- Records of assessment against prior learning are maintained
- Certification claims are made according to normal procedures
- All relevant evidence is assessed before assessment decisions are confirmed
- There are designated personnel with the appropriate expertise to support and assure the RPL process.

The RPL process

An example RPL process is outlined below:

Stage 1 - Pre-assessment; gathering evidence and giving information.

The learner will carry out the process of collecting evidence against the requirements of the relevant unit(s). In some cases the development of an assessment plan and tracking document or similar may be required, to support the learner through the process. The evidence gathered will need to meet the standards of the unit, or part of unit, that the evidence is being used for.

Stage 2 - Assessment/documentation of evidence

Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgments about a learners' prior learning and experience in relation to the qualification / unit requirement. The assessor may be looking at work experience records, validated by managers; previous portfolios of evidence put together by the learner or essays and reports validated as being the learner's own unaided work.

Assessment must be valid and reliable to ensure the integrity of the achievement of the qualification and, as above, the evidence gathered needs to meet the requirements of the qualification / unit, or part thereof, that the evidence is being used for. The assessment process will be subject to the usual quality assurance procedures of the centre, for example internal standardisation and internal verification as well as PAAVQ-SET's quality

assurance procedures. Evidence gathered through RPL should be clearly referenced and sign posted to aid internal assessment and internal and external verification.

Stage 3 - Claiming certification

Once the internal and external quality assurance procedures have been successfully completed, certification claims can be made by the centre. Assessment and internal verification records, along with any additional RPL records completed, should be retained for the standard three year period following certification. The assessor must ensure that all qualification / unit requirements are achieved and that the records of assessment are maintained in the usual way, a matrix or mapping document may be used for this purpose.

Stage 4 - Appeal

As with any assessment decision on procedural grounds; if a learner wishes to appeal against a decision made about their assessment they need to follow the standard centre policy and procedures prior to approaching PAA\VQ-SET.

Policy approved by PAA\VQ-SET Chief Executive and issued on 26th June 2018 Review date - June 2021