



## HOPE SAFETY CONSULTANCY PVT LTD RECOGNITION OF PRIOR LEARNING POLICY

### **Who and what is this policy for:**

This policy is for centre staff who are planning to use Recognition of Prior Learning (RPL) as evidence towards the achievement of qualifications.

This policy sets out how and when RPL can be used as a method of assessment the qualifications. It includes guidance on how the RPL process can be managed. If you have any queries on this policy, please contact us at [infohscpk.org](http://infohscpk.org)

If you are unhappy about the way an assessment was managed and you suspect malpractice may have occurred, you should send your concern to us in accordance with the arrangements in our Malpractice and Maladministration Policy.

### **Scope of policy**

You can apply Recognition of Prior Learning (RPL) to internally assessed parts of qualifications (inclusive of those qualifications that have externally set themes/topics which are internally assessed) including those on the Regulated Qualifications Framework, Self-Regulated Framework (SRF) and other national frameworks in Wales, Scotland and Northern Ireland. RPL can also be applied to internally assessed parts of equivalent vocational qualifications from other Awarding Organisations

The use of recognition of prior learning is optional. But, if you choose to apply it, you need to have an internal policy on RPL and the proper resources to do so. Our Late Certification policy is there to guide centres. You cannot apply for RPL for external assessment, set exams or set assignments.

### **What is Recognition of Prior Learning (RPL)?**

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.

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.

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 you or your learners think that they are entitled to an exemption,

We recommend you refer 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 us, we will list any appropriate exemptions in our specification



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Applications for RPL must be carried out by centre staff who are competent to consider and make decisions about RPL

### **Can learners use a previously achieved certificate towards a qualification?**

Occasionally we will give guidance to show shared content across units or qualifications (for example, Fire Warden). In these cases, a learner may use a previously achieved certificate as evidence without them having to repeat learning or assessment

If we have not mapped qualifications, you will need to map and check that the learners' previous certificated achievement meets the current qualifications assessment criteria. It is important that you keep a record of the mapping so that we can confirm that it is valid

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



**Director**  
**Hope safety consultancy Pvt Ltd**