

# RECOGNITION OF PRIOR LEARNING POLICY

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Registered in SECP No. SECP-0239917

## Policy Statement:

**Hope Safety Consultancy Pvt Ltd** firmly recognizes the significance of learners' previous achievements and experiential knowledge. We are committed to implementing a fair, transparent, and structured Recognition of Prior Learning (RPL) process that allows individuals to convert their prior experiences and informal learning into recognized qualifications. This approach supports inclusive access to qualifications, lifelong learning, and skill development aligned with both professional standards and regulatory frameworks.

## Our Commitments:

- Provide comprehensive, step-by-step information to learners and stakeholders about the Recognition of Prior Learning (RPL) process, criteria, timelines, and expected evidence types to ensure clarity and preparedness from the outset.
- Ensure that every RPL assessment is carried out in a consistent, unbiased, and methodologically sound manner, using clearly defined standards that align with the learning outcomes of the qualification being sought.
- Deliver timely, supportive, and well-explained feedback to learners applying for RPL, helping them understand assessment decisions and how their prior experiences map to qualification requirements.
- Keep detailed and securely stored documentation of all RPL-related processes, including initial advice provided, submitted evidence, assessor decisions, and verification outcomes, for quality assurance and audit purposes.
- Adhere strictly to the policies, procedures, and expectations of accrediting and regulatory bodies related to RPL to maintain the integrity and recognition of our awarded qualifications.

## Objectives:

- Enable learners to advance through their education or career pathways by formally acknowledging relevant learning and achievements gained outside of traditional education settings, such as work experience, volunteering, training programs, or informal study.
- Promote fairness and transparency in how RPL applications are processed, ensuring all learners receive equal consideration, support, and a clear understanding of what is required to achieve credit through prior learning.
- Safeguard the quality and credibility of all qualifications achieved through RPL by ensuring evidence submitted is valid, sufficient, current, and authentic.
- Provide structured, ongoing support and personalized guidance to learners navigating the RPL process, enabling them to compile relevant portfolios and understand how their experience aligns with qualification standards.

## Responsibilities:

- **Management** Ensure the infrastructure, guidance materials, and resources needed to implement RPL effectively are available, continuously reviewed, and aligned with institutional and regulatory expectations.
- **Assessors & IQAs** Evaluate each RPL submission with a high level of professionalism, impartiality, and attention to detail. Cross-reference evidence against unit-specific learning outcomes and grading criteria while maintaining clear, objective records.
- **RPL Officer** Act as the main point of contact for all RPL applicants. Provide comprehensive advice, monitor timelines, manage documentation, and ensure compliance with both internal processes and external requirements.
- **Learners** Actively participate in the RPL process by preparing, organizing, and submitting accurate, complete, and well-documented evidence that reflects their knowledge, competencies, and past achievements.

## RPL Process:

1. Provide learners with tailored guidance on how to identify, collect, and present evidence that demonstrates prior knowledge and competence relevant to the qualification.
2. Conduct a comprehensive and objective assessment of the submitted evidence, comparing it against the learning outcomes and standards defined by the awarding body.
3. Communicate assessment decisions clearly, promptly, and in writing, explaining the rationale behind the outcome and offering advice for resubmission or further development if required.
4. Store and organize all documents related to the RPL process in a secure and traceable format, ensuring transparency, audit-readiness, and compliance with data protection standards.

## Continuous Improvement:

- Routinely evaluate the effectiveness of RPL strategies, assessment practices, and learner support mechanisms, using feedback from learners, staff, and external verifiers to drive ongoing enhancement.
- Deliver periodic training and upskilling opportunities for all personnel involved in RPL to strengthen consistency, understanding of standards, and knowledge of good practice.

## Communication:

**Hope Safety Consultancy PVT LTD** (Registered in SECP No. SECP-0239917)



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<https://hscpk.org/>

- Share RPL procedures and expectations with learners, trainers, and administrative staff through onboarding sessions, training briefings, learner handbooks, and internal meetings.
- Prominently display this policy in physical training venues, administrative offices, and digital portals used by staff and learners to ensure awareness and access to the RPL process.
- Publish the RPL policy on our official website (<https://hscpk.org>), ensuring transparency and public accessibility for prospective and current learners.

**Hope Safety Consultancy Pvt Ltd** reaffirms its commitment to recognizing and rewarding prior learning achievements that contribute to learners' educational and professional growth. Through a fair, robust, and learner-focused RPL process, we aim to support efficient qualification completion and promote lifelong learning within a trusted quality assurance framework.



**Director**  
**Hope Safety Consultancy Pvt Ltd**