

Recognition of Prior Learning Policy

Introduction

The purpose of this policy is to provide guidance to any Qualification Centre delivering a SLQ qualification regarding the recognition of a learner's* previous learning and assessment.

*The definition of a learner is an individual who is registered onto a SLQ qualification or award.

The RPL policy aims to provide accurate recognition and evidencing of knowledge, understanding and skills that have previously been achieved and/or certificated. The policy will support those who are directly involved with planning, advising and delivering learning.

Review arrangements

SLQ will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities

If you would like to feedback any views, please contact SLQ via the details provided at the end of this policy.

What is RPL?

Not all learners have access to formal learning. The main principles behind RPL are that an individual's prior achievements can now be recognised and that a learner is not disadvantaged by unnecessarily having to repeat a course of learning.

'RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning.' (from Guidance on the Recognition of Prior Learning within the Qualifications and Credit Framework – (2010))

RPL is in itself a form of assessment that can allow easy access to relevant previous non-certificated achievements, as well as to certificate knowledge and skills. When applying RPL the evidence must be assessed against the learning outcomes of the relevant qualification to show validity.

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a qualification have been met, the use of RPL is acceptable for accrediting a whole qualification.

When to use RPL

RPL can be used:

- If a learner has acquired knowledge, understanding or skills but has never received formal recognition. This could be through work-related, voluntary or home activities. The learning element of the delivery programme will not be required and the learner can be assessed against the qualification criteria to achieve RPL.

- If a learner holds, or is working towards, a relevant (as recognised by SLQ) qualification, the learner can be exempt from repeating the learning element of the course. Evidence generated from the relevant qualification can be used to evidence the SLQ qualification but must be assessed by the Tutor/Assessor to make sure that it is valid, authentic, reliable, sufficient and current to meet the SLQ qualification requirements.

Contact us

If you've any queries about the contents of the policy, please contact our Quality Assurance Manager, Telephone: 01908 689180 or via email: policies@slqskills.org or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.

The RPL process

Step 1 – awareness of RPL

A Tutor/Assessor or learner must be able to identify if there is the possibility of claiming RPL for any aspect of their SLQ qualification. It is the Tutor/Assessor's responsibility to ensure that the assessment criteria from another qualification meets the minimum action of the assessment/performance criteria of their SLQ qualification.

Step 2 – giving information and gathering evidence

If a learner wishes to use evidence from another qualification, it must be clearly signposted within their qualification evidence (Learner Evidence Record) and a copy attached. If the learner cannot produce evidence to support their claim that they have previously/concurrently completed assessment/performance criteria they will need to complete all assessment tasks for their SLQ qualification.

Step 3 – assessment of evidence

It is the Tutor/Assessor's responsibility to re-assess the work to ensure it meets the criteria fully. Previous assessment must have been valid and reliable for the Tutor/Assessor to accept RPL in order to ensure the integrity of the qualification.

The Tutor/Assessor must ensure that the assessment is valid, authentic, reliable, sufficient and current.

Step 4 – claiming certification

RPL processes and evidence produced by Qualification Centres will be subject to the normal external quality assurance processes, undertaken by Sports Leaders UK/SLQ. Providing a quality assurance engagement is successfully conducted by a member of the SLQ Quality Assurance team, course certificates will be awarded. Course evidence (including any RPL evidence), along with internal verification reports, should be retained for a three year period following certification.

Review arrangements

We will review the policy and its associated procedures annually as part of our self-evaluation arrangements and revise it as and when necessary in response to customer, learner or regulatory feedback and any trends that may emerge in the subject matter of complaints received.

If you would like to provide any feedback, please find our contact details below.

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