



# RECOGNITION OF PRIOR LEARNING

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# Recognition of Prior Learning

## 1 | Introduction

The purpose of this document is to provide support, clarification and guidance regarding the recognition of a learner's/apprentice's previous achievements and/or qualifications.

## 2 | Scope

The policy applies to all learners/apprentices enrolled on a course with Wandsworth Council Lifelong Learning (WCLL) and participating in the associated learning activities.

## 3 | Recognition of Prior Learning (RPL)

### Policy & Practice

WCLL is committed to an inclusive approach in the provision of appropriate learning opportunities and acknowledges its responsibility in recognising prior learning and/or achievement.

RPL is a method of assessment that considers whether learners/apprentices can demonstrate that they meet the assessment requirements for a programme unit through knowledge, understanding or skills that they already possess and do not need to develop further through an additional course of learning. It is used sparingly and is applicable to adult learners/apprentices returning to education.

RPL enables recognition of achievement from a range of activities using any valid assessment methodology. The use of RPL is acceptable for accrediting a unit, units or a whole qualification, provided that the assessment requirements of a given unit or qualification have been met through valid and reliable evidence.

The process of assessment for RPL applies the same quality assurance monitoring standards as any other form of assessment offered by WCLL.

## 4 | When RPL Will be Used by WCLL

WCLL will make use of RPL where an individual applying for admission as a learner/apprentice has prior learning which was not formally recognised. WCLL recognises that the use of RPL is acceptable for accrediting a single unit, a group of units or a whole qualification.

The knowledge, understanding and/or skills applies for accreditation may have been acquired in any area of life e.g., former education or training experiences, domestic or family life, work related activities, or community or voluntary activities.

Where the composite learning outcomes have been met through the provision of appropriate evidence, a learner/apprentice is able to claim credit for units where the RPL process has been used to generate some, or all, of that evidence.

## 5 | Assessment of RPL Evidence

Assessment methods for RPL must be as rigorous as those used for other methods of assessment in that they must be fit for purpose and relate to the evidence of learning provided. It is possible to claim credit for any unit through RPL unless the established assessment methods for that unit do not allow this. It is the responsibility of tutors/skills coaches and internal verifiers to ensure that the evidence presented and accepted is valid, current, sufficient, authentic and reliable.

## 6 | The Process of RPL

**If the request for RPL rests on previous study, then the process below will apply:**

The first part of the process will involve checking the learning outcomes of the prior award and unit content against the corresponding elements of WCLL unit(s), from which the learner/apprentice is seeking exemption.

This will be done by an appropriate internal verifier (IQA) who will review and agree if the exemption can be used and if so, what the next steps will be.

**If the RPL rests on practical experience and skills, then the process below will apply:**

The methods of assessment chosen will depend on the assessment strategy for the programme unit being assessed and may include examination of documents, witness testimony, reflective accounts, portfolios or professional discussion.

**Assessment is planned with the learner/apprentice and will be:**

- the subject of formal decision making
- the focus of feedback and advice
- verified in the same way as other forms of assessment
- considered via the WCLL appeals procedure if this is required
- subject to the normal WCLL certification process
- subject to the same quality assurance requirements as any other assessment method

## 7 | Summary

**WCLL will ensure that:**

- The process of RPL assessment is subject to the same quality assurance and verification standards as any other form of assessment carried out by WCLL.
- All guidance and assessment for RPL is overseen by staff with sufficient and relevant levels of experience and expertise to ensure that all the requirements for assessment are met.