

### INTRODUCTION

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of a qualification) that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

This policy applies to all IC Training Centre qualifications; however, qualifications that require an external or practical assessment will still require the learner to undertake the assessment to verify competency.

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units or a whole qualification. Partial unit completion is not acceptable.

IC Training Centre encourages the use of RPL where it is of value to learners in facilitating assessment. The use and application of RPL enables learners to gain all or part of a qualification without having to undertake a formal learning programme. RPL focuses on assessment and awarding prior learning which may count as evidence towards:

- RPL Policy
- A full qualification.

IC Training Centre when carrying out RPL will ensure that:

- Identification of any achievement through RPL is prior to learners registering to taking a qualification
- Records of assessment are maintained, as for any other unit/qualification
- Certification and 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.

### EVIDENCE OF LEARNING

All evidence must be evaluated using the stipulated learning outcomes and assessment criteria from the qualification or unit being claimed. In assessing a unit using RPL the assessor must be satisfied that the evidence produced by the learner meets the assessment standards stated by the learning outcome and its related assessment criteria.

Example of evidence that may be submitted include:

- Certificates—copies of previous qualifications
- Qualification Specifications—in order to map the learning outcomes and assessment methods, the assessor must see qualification units and previous assessment methods
- Witness statements—signed by a reliable person such as a line manager as evidence of practical experience.

All evidence of learning must be:

**Valid** Addresses the elements and performance criteria. Reflects the skills, knowledge and context described in the qualification specification.

**Authentic** The evidence being submitted is in its original format, can be verified as genuine and can be confirmed as the work of the learner.

**Sufficient** The assessor must see sufficient evidence to cover all aspects of the unit, units or qualification being claimed. The evidence must demonstrate competence over a period of time and that is able to be repeated.

**Current** The evidence must demonstrate the learner's current skills and knowledge and must comply with current best practice guidance. For example, witness statements for practical experience must be within the last 5 years.

**Reliable** Evidence must be from a reliable source and in a reliable format, on organisation headed paper or certification. All translated documents must be translated by an official translator to ensure authenticity.

### **RPL PROCEDURE**

To apply for RPL, learners/centres must submit:

- A completed RPL application form
- Copies of all prior learning evidence including certificates, qualification specifications, witness statement where applicable; please note all evidence must be in English.

### **RPL PROCESS**

**Step 1. Contact IC Training Centre for an RPL Application Form or complete the form at Annex 1**

**Step 2. Submission**

Submit completed RPL application form and all supporting evidence to Rupa Mehta at [info@ictc.education](mailto:info@ictc.education)

IC Training Centre will contact for payment, assess evidence and notify the learner/centre within 28 days.

**Step 3. Assessment of Evidence**

The assessor will review and evaluate all evidence and map prior learning to qualification units. The assessment process will be subject to the IC Training Centre standard quality assurance procedures to ensure the integrity of the qualification/units.

If the evidence is sufficient, IC Training Centre will notify the learner/centre on the assessment requirement in order to gain the qualification/units.

If the RPL evidence is judged not to be sufficient to meet all the requirements of the relevant qualification/unit, then the learner will be required to complete the normal course of learning.

### **STUDENT'S RECOGNITION OF PRIOR LEARNING (RPL) POLICY**

#### **RATIONALE**

IC Training Centre recognise that some students may be able to use previous study at a similar level, or experience gained through work or other settings, against certain aspects of the ASIC Standard (or framework); this policy sets out the rationale and methodology IC Training Centre will apply when assessing RPL.

What counts as prior learning?

- Prior education, training or associated qualifications in a related sector subject area – this is in addition to relevant maths and English qualifications a student may have achieved.
- Any previous courses undertaken.
- Any extended sector work experience or working activities undertaken.

#### **METHODOLOGY**

In consultation with the employer whenever possible, IC Training Centre will undertake an Initial Assessment (IA) of every students' prior learning before the course begins and establish a baseline of their

achievements. The outcomes of the IA will be used to agree and set out clear milestones in an Individual Learning Plan (ILP).

### **Initial Assessment**

A range of methods will be used before a learner begins their course to assess their starting point. On a case-by-case basis and using a range of methods including as a minimum, BKSb, skills scan, prior achievements, time in role and progression to Advanced levels, the following criteria will be ascertained.

- What is the learner's intended end goal?
- Where are they against this?
- How much do they already have?
- Do they require significant new learning?

### **Adjustments**

Funding reductions will be calculated by IC Training Centre in accordance with the pre-defined strategies below and will be finalised in consultation with IC Training Centre Manager.

- Unit for unit adjustments within qualifications
- Credit adjustments against previous qualifications
- Credit adjustments against competency

### **EVIDENCE**

Discussion evidence of agreed RPL decisions and adjustments will be recorded on the students Individual Learning Plan

### **APPEALS**

Appeals about all RPL Assessment decisions are in accordance with standard appeal procedures.

### **REVIEW**

This policy will be reviewed on an annual basis or following changes to Government updates and statutory guidance in relation to Covid-19 and company risk assessment policies and processes.

## **Appendix 1**

### **IC Training Centre RPL Application Form**

Learners will not be exempt from undertaking a practical assessment where Recognition of Prior Learning



(RPL) is a method of assessment that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

To apply for RPL assessment, learners / Centres must submit:

- A completed RPL application form
- Copies of all prior learning evidence including certificates, qualification specifications, witness statement where applicable. Please note all evidence must be in English

Enquiries regarding an application or to submit an application, all of the above must be submitted to Rupal Mehta at [info@ictc.education](mailto:info@ictc.education)

On receipt of a completed RPL application form including prior learning evidence and payment, IC Training Centre will review the application, undertake the assessment and respond with feedback within 28 days.

### Contact Details

Contact Name:	
Approved Training Centre Name: (where applicable)	
Address:	
Postcode:	
Email Address:	
Contact Number:	

### Recognition of Prior Learning

If you are applying for multiple qualifications / unit (s), please use a separate application for each qualification / unit (s).

Name of Qualification / Unit (s) seeking RPL for:		
Qualification Name	Awarding Organisation	Date of Certification

Additional Evidence: (please list other supporting evidence which is being submitted, such as witness statements, unit certificates, qualification specifications)

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Applications cannot be assessed without prior learning evidence including certificates, qualification specifications, witness statement where applicable. Please note; when applying for RPL using an existing qualification, assessment cannot be undertaken without the existing qualification learning outcomes and assessment criteria.

Photocopies of qualification certificates and results must be translated into English, translations must be certified as a true copy of the originals.

<b>I confirm all the information above is correct, completed to the best of my knowledge and all supporting evidence submitted.</b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

*Handwritten signature and date: 6/1/23*

