

Policy or Procedure Title : QDM 15	<b>Recognition of Prior Learning (RPL)</b>
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RPL is a method of assessment leading to the award of credit that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so do not need to develop through a course of learning.

*Regulatory arrangements for the Qualifications and Credit Framework (Ofqual)*

RPL enables recognition of achievement from a range of activities using any valid 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. Evidence of learning must be:

- valid
- reliable.

The RPL process is **not** concerned with allowing for exceptional entry to, or exemption from, a programme of study. It focuses on assessment and awarding of credit for prior learning which may count as evidence towards

- A unit/s accumulating to a full LAMDA Examinations qualification
- A full LAMDA Examinations qualification

The RPL process does **not** allow the recognition of any externally assessed unit (s) because these units are subject to specific evidence requirements. Learners must complete the required external assessment to be awarded the overall qualification. The assessment strategy for each qualification must be adhered to.

Learners will be awarded credit when they have successfully demonstrated that they meet the learning outcomes and assessment criteria of a QCF unit.

An individual must make any claim for RPL against a whole unit or whole units within a qualification. LAMDA Examinations cannot award credit via RPL for the partial completion of a unit.

## **LAMDA Examinations RPL Policy**

### **Stage 1: Advice and support**

Learners considering applying for RPL are asked to contact LAMDA Examinations in writing. They will be contacted within 7 working days of receipt of the enquiry by the Syllabus Manager who is a subject specialist in LAMDA Examinations units/qualifications. The Syllabus Manager will provide:

- **administrative details on the processes for RPL applications**

### **Process Requirements**

Learners considering applying for RPL are asked to contact LAMDA Examinations in writing. The Syllabus Manager will reply within 7 days providing advice and support on admin procedures, determining standards required for

LAMDA Examinations units and will provide professional support and guidance on making a claim.

If the learners choose to make a claim they must do so in writing to LAMDA Examinations along with a portfolio of evidence to support their claim. The Syllabus Manager will review the claim and respond within 10 working days. If the decision to award credit is made, the awarding body is responsible for recording this on the LAMDA Examinations System (LES) and will be provided a certificate of credit. The Syllabus Manager may request additional information following initial assessment. The learner will be required to provide additional evidence on receipt and the Syllabus Manager will again review and provide feedback within 10 working days. If a decision not to award credit from a RPL claim is made the learner has the right of appeal through the standard documented appeals process.

- **Determining the standard required for LAMDA Examinations unit(s)**

### **Process Requirements**

The Syllabus Manager will provide the learner with a clear understanding of what is required for given LAMDA Examinations unit(s) or qualification being claimed by RPL. The standard of the evidence submitted to satisfy all the requirements must be made clear to the RPL learner. The learner will be made aware of the number of times a particular competence must be demonstrated, if stated in the assessment criteria of the unit.

- professional support and guidance on supporting evidence required in making a claim

### **Process Requirements**

The Syllabus Manager will provide further details on evidence requirements to enable assessment of a claim for RPL.

This would include the learners compiling:

- An authenticated *curriculum vitae* or *selective autobiographical account* of the learner's experience which will include the dates and duration of relevant experience, standards of work done, degree of supervision required, details concerning the circumstance of the experience
- *Previous Recognition* such as licences, training certificates, first aid certificates, etc, can be submitted as RPL evidence. However, these must be accompanied by details of where and how the skills were used in the workplace. Also the knowledge and skills content of the training certificates/licences must be listed and cross-referenced to the standard and requirements of the qualification being claimed by RPL
- *Other supporting documentation*, such as independent references, testimonials or job descriptions, can be submitted as RPL evidence and supported where relevant by listing and cross-referencing skills to the standard and requirements of the qualification being claimed by RPL

## **Stage 2: Assessing an RPL claim**

An individual may decide to make his or her learning visible and to claim credit. The learner should be fully informed of the RPL process and must have sufficient support to make a viable claim and to make decisions about evidence collection and presentation for assessment.

The learner makes a claim in writing to LAMDA Examinations and supports this additional documentation as described by the Syllabus Manager. The evidence required for the award of credit will depend on the purpose, learning outcomes and assessment criteria for the relevant unit(s) within the QCF.

The Syllabus Manager will assess the claim by reviewing evidence and making judgements about a learner's prior learning and experience in relation to unit standards. The assessment will remain valid and reliable to ensure the integrity of units and qualifications and the RPL system as a whole. The assessment process for RPL is subject to the same quality-assurance processes of awarding organisations as any other part of the assessment process.

## **Stage 3: Feedback**

After the assessment the Syllabus Manager will respond in writing to the learner within 10 working days. They will confirm if the RPL claim has been successful and what the award of credit will be. The Syllabus Manager will also provide details on unsuccessful claims, giving support and guidance on the options available to the candidate, which may include, for example, further learning and development.

## **Stage 4: Awarding credit**

LAMDA Examinations will award for positive RPL claims for credit. The procedures are the same as for other forms of assessment. The credit is recorded in the learner record and on LES. Certificates, where appropriate, are awarded by the awarding organisation.

## **Stage 5. Appeals**

If claimants wish to appeal against a decision made about their claim for credit they need to follow the standard appeals processes.