

# RSL VQ Recognition of Prior Learning Policy.

This is version 1 of the RSL VQ Recognition of Prior Learning Policy. This policy is intended for internal and external use.

The policy is subject to regular revision and maintained electronically. Electronic copies are version controlled.

## Introduction

This policy is for all centres who deliver RSL Vocational Qualifications.

The purpose of this policy is to set out the procedures related to applying recognition of prior learning to RSL vocational qualifications.

This policy is available on our website at <https://www.rslawards.com/policies-regulations/>

This policy will be subject to review and monitoring by RSL and if necessary, will be amended and updated following feedback from centres. All future versions of this policy will be posted on our website.

## Issue and Review

The date of review of this policy is November 2023. This policy will be reviewed annually.

## Scope of Policy

Centres can apply Recognition of Prior Learning (RPL) to internally assessed units of RSL vocational qualifications.

The use of RPL is optional but if centres choose to apply it, they must have the proper resources to do so. All centres delivering RSL qualifications eligible for RPL must have a up to date RPL policy.

All RSL learning outcomes and assessment criteria must be met to approve any RPL.

RPL cannot be applied to externally set assessment or exams.

## What is RPL?

RPL is defined by Ofqual as the

- a) Identification by an awarding organisation of any learning undertaken, and/or attainment, by a learner –
  - i. Prior to that learner taking a qualification which the awarding organisation makes available or proposes to make available and
  - ii. Which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and
- b) Recognition by an awarding organisation of that learning and/or attainment through amendment to the requirements which a learner must have satisfied before the learner will be assessed or that qualification will be awarded.

## Which qualifications and units does this apply to?

This applies to individual *internally* assessed units within RSL qualifications.

## Which qualifications and units does *not* this apply to?

A whole qualification cannot be claimed using RPL. This policy does not apply when evidence is being used to support achievement for an entire qualification. This is known as an exemption. RPL only applies to circumstances in which a learner(s) prior achievement may be enough to support the claim of internally assessed units of an RSL qualification.

Externally assessed units cannot be claimed using RPL.

## Centre responsibilities for RPL

### The centre must:

- Have an internal policy for RPL which outlines the process should a learner/s wish to claim RPL.
- Ensure they have staff with the expertise to support, assess and quality assure the RPL process.

### Before registering the learner:

*Where this is an individual learner requesting RPL from previous assessment/experience:*

- discuss with them the option of using RPL to claim units for past learning and experience
- explain the process of claiming a unit using RPL
- identify the support and guidance that is available to the learner
- identify how long it will take
- identify how to appeal
- identify any associated costs.
- The centre will need to check the evidence provided by the learner for RPL has been achieved before the start of their course of study.

### Contacting RSL:

- Tell RSL before any that RPL has been applied prior to the commencement of any quality assurance.
- Submit to RSL the process for how RPL will be assessed and quality assured. The same process must be used for every learner in a cohort where multiple learners are claiming RPL.

### Registering the learner:

- Register them once they start to gather evidence.
- Advise the learner(s) that RPL evidence must meet the standards of the unit, or part of the unit, that the evidence is being used for.
- To aid the learner(s) in collecting evidence which maps to the learning outcomes and/or assessment criteria of the unit, RSL recommends that you provide them with an assessment tracking document.
- Advise the learner(s) that evidence may be drawn from:
  - domestic/family life
  - education (which may or may not have been certificated)
  - training
  - paid or voluntary work/activities.

## Assessment of evidence and quality assurance

An assessor and internal verifier who have sufficient expertise to support and quality assure the RPL process must be appointed by the centre.

The following gives an example of a robust RPL process; centre staff are advised to have regard to this process when defining their own RPL policy and quality assurance process.

Actual evidence of learner(s) achievement must be reviewed as part of the following process.

- Evidence of a learner(s) past achievement is likely to vary across industries. An assessor will review diverse types of past work. This work could include (but is not necessarily limited to):
  - Evidence from work experience that has been authenticated by the employer
  - Evidence of past work/study that has been confirmed to have been undertaken by the learner(s)
  - The testimonies of the colleagues/co-volunteers of the learner(s) (be they peers, subordinates or managers)
  - New tasks that have been set for the learner(s) based on gaps in the learner(s) RPL evidence.
- Evidence of previous learning must be rigorously subject to an assessment of its:
  - **Validity:** does the evidence demonstrate that the demands of the assessment criteria/learning outcome have been met?
  - **Currency:** does the evidence demonstrate that demands of the syllabus have been met and are up to date?
  - **Authenticity:** can the evidence be unequivocally attributed to the learner?
  - **Sufficiency:** is there enough evidence to fully meet the criteria/outcome?
- For all submitted evidence, the assessor must be confident it is the learner(s) own.
- A mapping activity must be undertaken which:
  - demonstrates how the RSL learning outcomes, assessment criteria and grading criteria have been met by the evidence seen.
  - demonstrates the extent to which the evidence presented is sufficient to either fully meet, partially meet, or not meet the requirements of the unit.
  - When mapping, grading criteria cannot be used unless the learner has met all assessment criteria for the unit.
  - If all assessment criteria are not met, the centre will need to give the learner the opportunity to complete more assessment to create enough evidence to award the learning outcomes.
- The centre will need to use their usual assessment and quality assurance methods and a full record of this mapping exercise must be kept for quality assurance purposes.

Please note that while RSL appointed moderators may wish to see work for learner(s) for whom RPL has been applied, they are not required to give feedback on any tasks that you set as part of the RPL.

### **After assessment of evidence and quality assurance**

- Once the evidence has been checked and assessment decisions made, give feedback to learner about the assessment decision and the options they have should the centre decide not to award the unit.
- Check the learner understands the centre's appeals policy if they do not agree with assessment decision.
- If the evidence of prior achievement submitted is sufficient to demonstrate that the learner(s) have met the full assessment criteria and learning outcomes for the unit, it can be claimed for.

### **Submit evidence for review by RSL**

- RSL will require access to the audit trail for all RPL claimed in any centre.
- If RSL identify that unit requirements have not been met, your centre will need to provide more evidence or ask the learner to complete the standard assessment requirements if they want to achieve the qualification.

## **RSL responsibilities for RPL**

### **Before completing the RPL process:**

- The centre must submit to RSL their proposed process for assessing and quality assuring RPL prior to completing the process to ensure it is sufficient.
- RSL will review the proposed RPL process and ensure it is fit for purpose.
- RSL will provide a response within 10 working days of its receipt.

### **RSL review of RPL evidence:**

- RSL will require you to submit the audit trail in the case of one learner. Where RPL has been applied to more than one learner, a sample of work will be requested by the Senior Quality Assurer (SQA). The SQA review will ordinarily be part of the normal moderation process.
- The SQA will let your centre know if RSL would like more information from your centre to justify the application of RPL.
- Should RSL determine that the centre has allowed RPL in cases where the evidence for it is incomplete or not valid, centres will need to provide more evidence.
- Should it remain the case that RSL has determined that the evidence in support of RPL is incomplete or not valid, despite the provision of additional information from the centre, learners will be required to complete the standard assessment requirements to be awarded the qualification.

- Centres may appeal the RSL decision by putting their concerns in writing and emailing: [vgappeals@rslawards.com](mailto:vgappeals@rslawards.com)