

Recognition of Prior Learning Policy

Contents

Scope..... 2

Introduction 2

Policy..... 2

Principles of RPL..... 3

 Principle 1 3

 Principle 2 3

 Principle 3 3

 Principle 4 3

 Principle 5 3

Transferring between programmes..... 3

Recognition of Prior Learning Policy

Scope

Recognition of Prior Learning (RPL) is a process of assessment that considers whether a learner can demonstrate that they meet the assessment requirements of an Apprenticeship Standard (or other qualification as applicable) by the knowledge, skills or behaviours (KSB) they already possess and therefore do not need to develop through a programme of learning.

Introduction

MERCURI INTERNATIONAL (UK) LTD will always seek to avoid duplication of learning and assessment for learners where they or their employer deem themselves already skilled in particular subject areas. There are two ways in which this will be achieved:

- The opportunity to transfer credits, (i.e. to recognise previously accredited achievement from within or outside the Qualification and Credit Framework (QCF)) to count towards other qualifications; or
- For individuals with learning or achievements that have not been certificated / accredited it may be possible to assess and validate these through an assessment / diagnostic process based on a set criterion.

Policy

MERCURI INTERNATIONAL (UK) LTD's policy is that each learner must produce valid and reliable evidence of learning to support any claims of RPL based on experience. A learner may claim RPL against one or multiple elements of the Apprenticeship Standard (or other qualification as applicable). It is not possible to award in-part RPL, but where the RPL evidence does not fully meet the requirements of the proposed learning outcomes, the missing information may be provided via the same assessment processes as other learners.

In order to achieve recognition of prior achievement there are two options open to the learner:

- Undertake the same assessments that lead to the relevant unit or qualification. These assessments may be undertaken without further learning.
- Submit a portfolio of evidence based on previous learning, skills and/or competence cross referenced to the learning outcomes, KSB's and/or assessment criteria of the Apprenticeship Standard (or other qualification as applicable)

Learners wishing to claim this method of accreditation must agree the procedure and relevant evidence requirements with an Mercuri Assessor and it must be approved by the Apprenticeship Manager prior to enrolment.

The learner must play an active role in the process and must produce evidence and map it to the learning outcomes, KSBs and/or assessment criteria of all RPL they wish to claim. The individual wishing to make the claim may also require the support of their employer or others in order to be able to confirm achievement of assessment criteria for which there is no tangible evidence, e.g. practical tasks.

Recognition of Prior Learning Policy

Principles of RPL

Principle 1

RPL is a valid method of enabling individuals to claim credit for prior knowledge, irrespective of how their learning took place. There is no difference between the achievement of the learning outcomes and assessment criteria of a unit through prior learning or through a formal programme of study.

Principle 2

RPL policies, processes, procedures, practices and decisions should be transparent, rigorous, reliable, fair and accessible to individuals and stakeholders to ensure that users can be confident of the decisions and outcomes of RPL.

Principle 3

RPL is learner-centred, voluntary process. The individual should be offered advice on the nature and range of evidence considered appropriate, to support a claim for credit through RPL, and be given guidance and support to make a claim.

Principle 4

The process of assessment for RPL is subject to the same quality assurance and monitoring standards as any other form of assessment. The award of credit through RPL will not be distinguished from any other credits awarded.

Principle 5

Assessment methods of RPL must be of equal rigour to the assessment methods, be fit for purpose and relate to the evidence of learning. Credit may be claimed for any unit through RPL unless the assessment requirements of the unit do not allow this, based on a rationale consistent with the aims and regulations of the framework.

Transferring between programmes

RPL is also of value to learners transferring across various learning programmes that have relevant learning but do not have relevant credits or certificates (i.e. this may include learners transferring from NQF to QCF specifications).

In these instances MERCURI INTERNATIONAL (UK) LTD will follow the procedure for RPL as set above. The result of the assessment will be logged on the candidates Records and all records of RPL claims for credit will be kept for three years by MERCURI INTERNATIONAL (UK) LTD.

Recognition of Prior Learning Policy

Version Information

Policy Title	Recognition of Prior Learning Policy	
Policy version number	MERUK-105	
Latest version date	18/12/18	
New review date	Dec 2019	
Owner	Risk Management & Compliance	
Version History	Version date	Change summary
	18/12/18	Document creation