



**NEWMAN CATHOLIC COLLEGE
RECOGNISATION OF PRIOR
LEARNING POLICY 2020/2021
ACADEMIC YEAR**

**GOVERNING BODY APPROVAL:
Spring Term**

Recognition of Prior Learning Policy

**COMMITTEE WITH RESPONSIBILITY FOR MONITORING
AND REVIEW: Curriculum Committee**

NEXT REVIEW DATE: Spring Term 2021/22

Recognition of Prior Learning Policy

Aims of this policy

Before enrollment a learner should be made aware of the possibility of claiming unit(s) for some of their previous learning and/or experience and the process they should undertake.

Stage 1- A learner interested in claiming unit(s) for their previous learning will first need to know:

- The process of claiming achievement by using RPL
- Sources of support and guidance available to them
- Timelines, appeals processes and any fees involved

Stage 2 - Pre-assessment, gathering evidence and giving information

The learner will now carry out the process of collecting evidence against the requirements of the relevant unit(s). In some cases the development of an assessment plan and tracking document or similar may be required, to support the learner through the process. The evidence gathered will need to meet the standards of the unit, or part of unit, that the evidence is being used for.

Stage 3 - Assessment/documentation of evidence

Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgments about a learners' prior learning and experience in relation to unit standards. The assessor may be looking at work experience records, validated by managers; previous portfolios of evidence put together by the learner or essays and reports validated as being the learner's own unaided work.

Assessment must be valid and reliable to ensure the integrity of the award of unit(s) and, as above, the evidence gathered needs to meet the standards of the unit, or part of unit, that the evidence is being used for.

If the collated evidence of RPL for a learner is judged by the centre not to be sufficient to meet all the requirements of the relevant unit(s), then the learner will have to complete the normal assessment for those unit(s) if they wish to be awarded the qualification.

The assessment process will be subject to the usual quality assurance procedures of the centre, for example internal standardisation and internal verification. Evidence gathered through RPL should be clearly referenced and sign posted to aid internal assessment and internal and external verification.

Stage 4 - Claiming certification

RPL processes and evidence used by centres will be subject to the normal standards verification process. Pearson will check RPL via its external verification processes, and if we identify that not all requirements for a unit have been met via the RPL evidence, then more

evidence will be needed or the learner will have to undergo the normal assessment requirements.

Once the internal and external quality assurance procedures have been successfully completed, certification claims can be made by the centre. Assessment and internal verification records, along with any additional RPL records completed, should be retained for the standard three year period following certification.

The assessor must ensure that all learning outcomes and assessment criteria being claimed for each unit are achieved and that the records of assessment are maintained in the usual way.

Stage 5 - Appeals

As with any assessment decision on procedural grounds; if a learner wishes to appeal against a decision made about their assessment they need to follow the standard centre policy and procedures and then Pearson Enquiries and Appeals procedures.

This policy addresses the following regulatory criteria and conditions:

Ofqual/CCEA Accreditation/Qualifications Wales General Conditions of Recognition September 2015
Condition E10: Recognition of Prior Learning Condition H5: Results for a qualification must be based on sufficient evidence
SQA Accreditation Regulatory Principles (2014)
Principle 10 The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery, assessment and quality assurance of SQA accredited qualifications

Policy review date: 24th March 2018