

Recognition of Prior Learning (RPL) Policy

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Version 9



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1. Introduction

This policy provides all approved VTCT centres offering VTCT, iTEC and Skillsfirst qualifications with information and guidance on implementing a fair and consistent approach to the Recognition of Prior Learning (RPL).

2. Purpose and Definition

The definition of (RPL) is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit / component of a qualification, by considering knowledge, understanding, or skills that a learner already possess and does not need to develop through a course of learning. It enables the recognition of achievement from a range of activities using any valid assessment methodology. The use of RPL is of significant value to learners provided that the assessment requirements of a given unit or qualification are met.

The term 'RPL' is the

- (a) identification of any learning undertaken, and / or attainment, by a learner
 - (i) prior to that learner taking a qualification at your centre and
 - (ii) which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification and
- (b) evidence presented is recognition to confirm the learner has attainment at the right level and standard before the learner will be assessed, or that a qualification can be awarded.

Due to the nature of RPL it is essential evidence is:

- Valid
- Authentic
- Sufficient
- Current
- Relevant

It should be noted that RPL is an alternative route to achievement and not an easy option or shortcut. This policy does not cover end-point assessment (EPA). However, it is important to note that the RPL process must be of equal rigour to other assessment methods.

3. RPL Responsibilities

It is the approved centre's responsibility to:

- communicate VTCT expectations regarding RPL with those involved in the process
- make learners aware of the opportunity to use RPL as part of the initial information, advice and guidance they receive
- inform learners RPL is an alternative route to achievement and not an easy option or shortcut.
- inform learners RPL does not extended to end- point assessment (EPA)
- ensure learners are aware they will be required to submit evidence to support the RPL process
- make sure the centre staff are trained in the use of RPL
- ensure staff undertaking the RPL mapping process are competent to make accurate decisions about RPL

- inform VTCT about any learner who wishes to use RPL as a method of assessment towards their intended qualification
- ensure RPL mapping process has been completed
- evaluate whether the learner's prior achievement fully or partially achieves the learning outcomes and assessment criteria
- ensure the evidence meets the demands of the learning outcomes and qualification
- ensure the evidence is valid, authentic, sufficient, current and relevant
- carry out the necessary due diligence and quality assurance arrangements to support the RPL process
- ensure the mapping documentation and supporting documentation is available for external monitoring activities
- make certificate claims in following the normal certification process

VTCT external quality assurers will be required to sample the evidence during routine external quality assurance activities. Centres are required to keep records of valid claims through RPL for 3 years.

If the accountable person has any concerns or doubt regarding the learner's knowledge, understanding, skills, competence or evidence proposed, RPL must not be applied.

4. RPL Arrangements

If an approved centre wishes to offer RPL to a particular learner. It must complete an RPL application and self-declaration form please request these directly from our quality assurance department qualityassurance@vtct.org.uk

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v2		September 2017	Updated with new branding	Qualifications Administrator
v4		12/02/2018	Updated with new branding	Qualifications Manager
v5		30/10/2018	Additional information added to 3.2, 4 and 4.1.	Assessment Manager
v6		31/10/2018	Formatting amendment	Assessment Manager
v7		31/03/2019	Clarification to text	Assessment Manager
v8		17/10/2021	Update of job titles. Formatting amendments.	Head of Assessment
v9	Head of Standards	31/01/2023	Policy Integration	Quality Assurance Administrator

Document Review

Role	Review Status
Head of Standards	Agreed
Chief Academic Officer	Agreed

Document Owner

Document Owner	Document shared with
Head of Standards	Head of Assessment

Document Sign-off

Role	Sign-off Date
Head of Standards	31/01/2023