



Recognition of Prior Learning (RPL) Policy

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Courage Consultants UK Limited is committed to ensuring that all candidates have access to individual learning programmes which take into account prior learning, knowledge and skills. Candidates will be supported and enabled to fast track routes to Recognition, where appropriate, via the RPL process. This will be achieved by:

- Making all candidates aware of the RPL option as part of the recruitment and induction process, where appropriate. Candidates eligible for RPL may be identified by themselves or by their tutors
- Offering an initial interview to potential candidates to explain the RPL process and assess their suitability for RPL
- Assisting candidates in the development of an action plan, which identifies appropriate national standards and qualification, and the types and sources of RPL evidence needed to meet them
- Providing advice and support in gathering evidence and building a portfolio which meets the national standards required for the target qualification
- Making arrangements for assessment of RPL evidence, and recognition when the national standards have been met
- Providing staff development in RPL process and appropriate trained personnel

This policy will be reviewed on an annual basis as part of the Courage Consultants UK Limited, Quality Assurance systems

Appendix A - Information for Candidates

What is RPL?

R = Recognition

P = Prior, Previous

L = Learning or also achievement or experience

It is a process which recognises your learning, achievements and experience no matter how and where gained within a time framework

How could I benefit from RPL?

- Credit towards nationally recognised qualifications
- Exception from part of a course or from the normal entry requirements
- Recognition of skills, abilities and knowledge you may bring to a course from elsewhere
- Fast track route to gaining a qualification

How does it work?

You produce evidence that you can already meet the requirements of all or part of the qualification you are working towards. You may bring evidence of your prior learning or achievement from:

- A full or part time job
- From other courses you have done
- From voluntary or unpaid work
- From leisure activities

The evidence you provide must match closely the requirements of the qualification you wish to gain

What do I need to do to claim RPL?

- First contact your tutor for information about what is involved
- Your tutor will arrange an initial interview, to decide whether the RPL route is right for you
- If you decide to go ahead, you will produce an action plan of what evidence you may need to produce and how it will be assessed
- You will then gather evidence of your prior experience in a portfolio. Your tutor will give you support and guidance on this and review your progress. When complete, your portfolio will be assessed for Recognition
- As part of you action plan, you may be assessed on your practical skills or your knowledge and understanding, depending on what qualification you are aiming for.

Appendix B - Information for Staff

- Ensure at interview or induction that the candidate is made aware of RPL as an option
- Ensure you are aware of costing options for RPL
- Arrange an initial interview to determine whether RPL is an appropriate route for the candidate
- If RPL is appropriate, staff are required to design and complete an RPL interview record/skills scan of evidence and an RPL action plan
- Enroll RPL candidate
- Make arrangements for further support/progress sessions and assessment, liaise with other tutors and assessors as needed
- Check that claims for certification against RPL evidence meet the awarding bodies requirements – **check with awarding body if unsure**

Important Notes

- In order to maintain standards of quality, it is accepted good practice that the RPL adviser should not carry out the assessment of RPL evidence.
- In formulating the action plan it is essential that the proposed evidence maps exactly to the requirements of the standards/specification of the target qualification the candidate is aiming for eg check all the PCs and range are covered – this can be done by observation.
- Remember RPL will not always be easy, can be a bigger job than completing the course.
- Where witness testimonies are sought as RPL evidence, please refer to advice on completing witness testimonies. Ensure that the providers of witness testimonies are supplied with precise details of the competences being claimed by the candidate.
- Certificates of achievement of other related qualifications are also commonly and appropriate used as RPL evidence. These must be used with caution and carefully mapped against qualification to ensure standards/specifications are covered fully.
- They also must be current within the last three years and be sufficient, relevant and valid.

Relevant Policies and Procedures

In order to effectively implement and interpret this policy, reference should be made to the following documents and procedures:

- Awarding body programmes for Higher Education Programmes (eg BTEC Courage Consultants UK Limited Guidance For Assessment Level 4-7 document)
- Recognition of Prior Learning Policy and Process, Pearson Quality, Standards and Research department
- Policy for Accreditation of Prior Learning at any relevant Higher Education Institution (HEI)

Appendix C - Recognition of Prior Learning (RPL)

Guidelines to providers of witness testimonies

- The letter should be on company/business headed paper
- The letter should contain the following information:
 - name of candidate
 - Date of employment or period when the candidate was using skills claimed
 - Post held by candidate, or capacity in which you know her/him
 - A list of knowledge and skills which the candidate has in relation to the competencies claimed (standards/specifications should be given)
 - A statement of validation that the candidates can carry out the task unsupervised or has the knowledge and understanding claimed
 - Signature and position of the person validating the claim.

Please Note:

The information supplied within the witness testimony is not the sole evidence used to credit the learning, but is considered together with other evidence of the candidate's competence. Please do not testify skills in which you feel the applicant does not have a full competence.

Documents Associated with this Procedure

Name	Stored