Recognition of Prior Learning Policy

Aims

There will be times that Learners, who have previously undertaken mentoring courses, which to apply for Recognition of Prior Learning (RPL) towards a course.

Recognition of Prior Learning of regulated qualifications sits with the Awarding Body and we will liaise with them regarding decisions relating to qualifications.

This policy sits alongside, the RPL Procedure and associated application forms (also in the appendices of this Policy).

It explains how RPL can be applied for in the case of both internal and external courses previously undertaken.

Recognition of Prior Learning

Ofqual identify RPL as:

(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.

Applications for Prior Learning for Regulated Qualifications

An Awarding Body must satisfy themselves that the Learner has the necessary knowledge, skills or understanding required to mean they do not need to repeat the learning or assessment activities. Each awarding body has their own procedure to be followed, which will require the completion of their application forms rather than ours. For example, Open Awards Policy and Form are available here.

The Mentoring School or one of our Centres will support the Learner to complete the relevant paperwork.

Applications for Non-regulated Courses relating to Courses from Other Providers

We will consider applications for Recognition of Prior Learning from courses offered by other Awarding Bodies or providers. This application is made by the Learner through the Centre they wish to undertake training with on the attached Application Form.

We will then compare the course outcomes to the course outcomes the Learner is applying for and award relevant RPL.

Please see the Recognition of Prior Learning Procedure for a step by step guide.

Applications for Non-regulated Courses relating to our Courses

For courses issued by us previously (excluding regulated qualifications), Learners are able to apply to their Centre to RPL. The Learner will need to present their course Marking Sheet (or Transcript) showing their pass mark to the Centre.

The Centre will then consult the Recognition of Prior Learning Internal Course Reference document to see what RPL can be applied and record it on the Internal Recognition of Prior Learning Application Form. They will then forward this to us for verification and record keeping.

Please see the Recognition of Prior Learning Procedure for a step-by-step guide.

Timescales

Learners should be notified within 5 working days of the outcome of their application.

Appealing a decision

There is no right of appeal against a decision relating to Recognition of Prior Learning.

Review

This policy will be reviewed biannually.

December 2019

Recognition of Prior Learning Application Form

To be completed and returned to info@rootofit.com

Can only be used for those who have passed previous courses of ours (excludes Regulated Qualifications)

Name:	Centre name:
Address:	
Phone:	Email:

Programme/unit RPL to be considered towards:
If you know the proposed training dates then enter them here:

Previous course attended (course and dates):
Assignment/assessment scores:

Reason for application (please attached course specification and learning outcomes from prior learning):

Please attach any additional evidence as required.

Signed: Date:

For Centre use only:

Checked by:	Date:
Decision:	