Bespoke Professional Development and Training Limited

# Recognition of Prior Learning Policy and Procedure
Updated: June 2021
Next renew due: June 2022

| Version Number | Last Amended | Amended By- |
|---|---|---|
| v1 | July 2019 | Tracey Carter |
| v2 | July 2020 | Tracey Carter |
| v3 | June 2021 | Tracey Carter |
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# Introduction

BePro seeks to enable learners to avoid the duplication of learning and assessment. 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.
- For individuals with learning or achievements that have not been certificated/accredited it may be possible to assess and validate these through an RPL process. These achievements may then count towards a qualification.

# Policy

In order to achieve the above, a learner must produce valid and reliable evidence of learning to support any claims based on experience.

Learners wishing to benefit from this method of accreditation must negotiate the procedure with the relevant awarding body directly.

The learner must play an active role in the process as s/he must produce evidence and map it to the learning outcomes and assessment criteria of all units they wish to claim. Appropriately trained staff from the provider organisation concerned should be available to give specialist advice on this process. The individual wishing to make the claim may also require the support of their employer or other organisation (e.g. if they have worked as an unpaid volunteer) in order to be able to confirm achievement of assessment criteria for which there is no tangible evidence, e.g. practical tasks.

The five principles of RPL are as follows:

RPL is a valid method of enabling individuals to claim credit for units and qualifications of the QCF, irrespective of how the learning took place and the assessments undertaken. There is no difference between the achievement of the required standards through prior learning and through a formal programme of study.

RPL must comply with all regulatory requirements for assessment. 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.

RPL is a learner-centered voluntary process. The individual should be offered advice on the nature and range of evidence considered appropriate to support a claim for assessing RPL, and be given guidance and support to make his or her claim.

The process of RPL is subject to the same standard of quality assurance and monitoring processes as any other form of learning and assessment.

Assessment methods for RPL must be of equal rigor as other assessment methods, must be fit for purpose and relate to the evidence of learning. An individual may claim RPL against any whole unit unless the assessment criteria of a unit states otherwise. For example, if an external assessment sets the standard of a learning outcome that a learner must achieve, then the learner must pass the external assessment to achieve the unit and gain the credit.

When an individual has decided to pursue an RPL route towards achievement it is vital that the candidate is fully informed of the RPL process and has sufficient support to make a viable claim and to make decisions about evidence collection and presentation for assessment.

During this stage the candidate will carry out the evidence collection and develop an assessment plan. The evidence required for the award of credit will depend on the purpose, learning outcomes and assessment criteria for the relevant units within the QCF.

# Further information

For further information, learners can speak to the Directors, Val Swales and Georgina Selmi:
Office telephone: 01642 956970
Email: info@beprodevelopment.couk

# Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2021 and is due for review May 2022
The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Georgina Selmi
CEO

Tracey Carter
Head of Quality and Compliance