RECOGNITION OF PRIOR LEARNING POLICY

Train'd Up is committed to an inclusive approach to the assessment of learning, including the recognition of prior learning (RPL) and/or achievement. We will ensure that the process of assessment for RPL is subject to the same quality assurance and monitoring standards as any other form of assessment.

Recognition of prior learning (RPL) is a method of assessment, leading to the award of credit that considers whether learners can demonstrate that they can meet the assessment requirements for a unit, through knowledge, understanding or skills they already possess and so not need to develop through a course of learning.

This policy applies to qualifications provided by Train'd Up. RPL is appropriate for use where an individual's learning has not been formally recognised. It enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units or a whole qualification.

The knowledge, understanding and/or skills in question may have been acquired in any area of life, for example, domestic / family life, education and training, work related activities, community or voluntary activities.

As long as all the composite learning outcomes have been met, an individual can claim credit for units where RPL has been used to generate all or some of the evidence required. RPL encompasses a number of terms developed over the years to describe this process. Among the most common are:

- Accreditation of Prior Learning (APL)
- Accreditation of Prior Experiential Learning (APEL)
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning and Achievement (APLA).

Assessment of RPL Evidence:

Assessment methods for RPL must have equal rigour to other assessment methods, be fit for purpose and relate to the evidence of learning. Credit may be claimed for any unit through RPL unless the assessment requirements of the unit do not allow this.

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It is the role of Assessors and Quality Assurance Staff (internal verifiers/internal quality assurers) to ensure that evidence of learning is:

- **Valid -** the evidence provided by the learner must genuinely demonstrate that it conforms to the demands of the learning outcome.
- **Current** - currency of evidence is particularly important. For example does the evidence meet up-to-date demands or does it reflect a practice that has significantly changed. Evidence of current knowledge, understanding and skills will vary from sector to sector. It will depend on the extent of the experience, technological changes and the nature of the outcome claimed. If the currency of any evidence is in doubt, the assessor may use questions to check understanding, and for competence.

- **Sufficient** - there must be enough evidence to fully meet the requirements of the learning outcome, or learning outcomes being considered. If there is insufficient evidence to fully meet requirements, then evidence obtained through RPL must be complemented by evidence gained through other suitable assessment method(s) before requirements can be said to have been met.
- **Authentic -** the evidence being examined must genuinely be the work of the learner. If the evidence produced is the result of team work, then it is acceptable providing the new learning outcome is related to team/joint working, but not if it was being used as evidence of an activity which should have been carried out individually. It is important that learners understand what plagiarism means and sign a declaration of authenticity.
- **Reliable** - evidence obtained through RPL should be such that an assessor would arrive at the same assessment decision, were the assessment to be repeated.

This Policy will:

- Provide a learner centred range of learning opportunities driven by individual needs, purposes, prior achievement, potential and learning style.
- Enable individuals to gain whole or parts of qualifications without necessarily undertaking formal training or a formal programme of study.
- Identify learners' initial competences during guidance and induction and where appropriate to offer Recognition of Prior Learning to learners.
- Provide learners with advice on the nature and range of evidence considered appropriate to support a claim for credit through RPL and provide guidance and support to make a claim.
- Ensure that learners demonstrate their knowledge and skills against national standards to achieve qualifications.
- Ensure that the process of assessment for RPL is subject to the same quality assurance and monitoring standards as any other form of assessment.
- Ensure that employer needs for Recognition of Prior Learning are met for their workforce by offering an advice and assessment service.
- Ensure that RPL is carried out by staff with relevant levels of expertise to meet the requirements of the assessment strategy / guidance for the qualification concerned.

Process:

Learners are registered as soon as they formally start to gather evidence, the methods of assessment used will be determined by the assessment strategy for the qualification being assessed but might, for example, include:-

- examination of documents
- witness testimony
- reflective accounts
- professional discussion.

The RPL assessment should be carried out as an entire process, this means that the assessor should:-

- Plan with the learner
- Make a formal assessment decision
- Feedback assessment decisions to the learner, confirming decision and giving guidance on the available options (particularly in situations where the decision has been not to award credit
- Maintain records of assessment as for any other unit/qualification
- All relevant evidence is assessed before assessment decisions are confirmed through verification procedures
- Ensure that learners are aware of their right to access the appeals process should they feel the

assessment decision was unfair
- Certification and claims are made according to normal procedures
- The process must be subject to the same quality assurance requirements as any other assessment method.

Director Policy Approval:
This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:

Laura Thompson

Name: Laura Thompson
Position: Finance Director
Date: 13/10/2025

END.

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