1. Scope

All employees of Expanse Learning

RPL Seeks to enable students 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 the RPL process. These achievements may then count towards a qualification.

2. Definition

A method of assessment [leading to the award of credit] that considers whether a student can demonstrate that they meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop a course of learning

3. Policy

In order to achieve the above, a student must produce valid and reliable evidence of learning to support any claims based on experience. A student may claim RPL against a whole unit or several units. It is not possible to award part units, but where the RPL evidence does not fully meet the needs of a complete unit, the missing information may be provided via the same assessment processes that are undertaken by a taught group of students.

In order to achieve recognition of achievement there are two options open to the student:
- Undertake the same assessments as those following the formal course of learning and assessment that lead to the desired unit or qualification. These assessments may be undertaken without attending the teaching sessions.
- Submit a portfolio of evidence based on previous learning, skills and / or competence cross referenced to the learning outcomes and assessment criteria of the unit or units for which RPL is being sought.

Under some circumstances there may be a limit to the proportion of a qualification that can be achieved by either credit transfer or RPL.

Students wishing to avail themselves of this method of accreditation must negotiate the procedure with Expanse Learning who will then go through the awarding body which they wish to claim the award of credit.

The student 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 Expanse Learning should be available to give specialist advice on this process.

4. Principles of RPL

According to 'Claiming Credit – Guidance on the recognition of prior learning within the Qualifications and Credit Framework' 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 leaning 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 student-centred 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.

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

5. Implementation

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.

6. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance for:	
Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Corporate Services
Policy Reference:	ELGR-ORG-003
Version:	2
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

Prepared by	Approved by	Counter Signatory
Scott Roberts	Tony Brown	Karl Wane
01/09/2020	01/09/2020	01/09/2020
Head of Corporate Services	CEO	Director of College

Version Control

Version	Date	Revision	Review Date
1	01/09/2020	Policy reviewed	31/08/2021
2			
3			
4			
5			