Recognition of Prior Learning Policy

Effective Date: March 2025
Review Date: December 2027

Achieve UK Training Ltd
95 Grove Lane, Handsworth,
Birmingham, B21 9HF
Phone: 0121 454 2525
Mobile: 07941015599
Email: contact@achieveuktraining.com
Website: www.achieveuktraining.com

---

1. Purpose

Achieve UK Training Ltd recognizes that learners bring a wide range of prior learning and experience to their educational journey. This policy provides a framework for recognizing and validating prior learning and experience (RPL) to grant appropriate academic credit or exemptions in formal qualifications. The goal is to ensure that learners are not required to repeat learning they have already acquired and that prior knowledge and experience are acknowledged in the learning process.

2. Scope

This policy applies to all learners who wish to claim Recognition of Prior Learning (RPL) for any part of a qualification or training program at Achieve UK Training Ltd. It encompasses prior work experience, training courses, volunteer activities, non-accredited learning, and any other relevant knowledge gained outside formal education systems.

3. Definitions

- **Recognition of Prior Learning (RPL)**: The process of identifying, assessing, and formally recognizing knowledge, skills, and competencies gained through previous education, training, work, and life experiences.
- **Prior Learning**: Learning that has taken place through formal education, informal learning, on-the-job experience, volunteering, or non-accredited training courses. This also includes knowledge gained through personal or professional development activities.

4. Eligibility for RPL

Learners may be eligible for RPL if they can demonstrate that their prior learning matches the learning outcomes and competencies required for the qualification or training program they wish to pursue. Eligible prior learning may include:

- **Work-Based Learning**: Skills gained through current or past employment that directly relate to the learning outcomes of the qualification.
- **Non-Formal or Informal Learning**: Learning acquired through participation in community-based education programs, online courses, industry seminars, conferences, or self-directed study.
- **Previously Accredited Learning**: Any prior accredited qualifications or certificates awarded by other institutions or training providers that align with the program's requirements.
- **Volunteering and Personal Development**: Relevant learning and skills gained through voluntary work, apprenticeships, or self-development initiatives.

5. RPL Process

1. **Initial Inquiry**: Learners must contact the relevant course administrator to inquire about the RPL process. This will involve providing preliminary information regarding the qualification they are pursuing and the prior learning they wish to claim.
2. **Submission of Evidence**: Learners will be required to submit comprehensive evidence supporting their prior learning. This evidence may include:
    - Copies of formal qualifications or transcripts.
    - Work samples, reports, case studies, presentations, or portfolios.
    - Letters of reference from previous employers, mentors, or organizations validating experience and skills.
    - Professional certifications, industry-specific qualifications, or evidence of continuing professional development.
3. **Assessment of Prior Learning**: A qualified assessor or subject expert will review the submitted evidence to evaluate its relevance and equivalence to the learning outcomes of the qualification. This includes assessing whether the prior learning meets the academic level and required competencies.
4. **Decision and Notification**: After assessing the evidence, a formal decision will be made regarding the learner's eligibility for credit or exemptions. The learner will be notified in writing of the outcome, including the specific areas where RPL was granted or denied.
5. **Appeal Process**: If a learner disagrees with the RPL outcome, they may appeal the decision within **10 working days** of receiving the notification. Appeals will be reviewed by an independent panel and, if necessary, further supporting evidence may be considered.

6. Evidence for RPL

Learners must provide evidence that demonstrates the knowledge, skills, and competencies they have gained. Acceptable evidence includes:

- **Academic Transcripts/Certificates**: Official records of previous studies or training that demonstrate completion of relevant qualifications.
- **Employment Records**: Documentation of employment history, job descriptions, performance reviews, and evidence of skills applied in the workplace.
- **Work Samples**: Examples of completed projects, reports, research papers, or other work-related output that showcases acquired knowledge and abilities.
- **References**: Testimonials from employers, mentors, or professional bodies validating the learning gained from work experience.
- **Industry Certifications**: Credentials or certifications earned from professional bodies or other recognized institutions.
- **Other Relevant Documentation**: For example, evidence of conferences, workshops, or training sessions attended, as well as practical demonstrations of skills.

7. RPL and Credit Transfer

If prior learning is successfully recognized through the RPL process, it may be credited toward the qualification or training program the learner is pursuing. The credit granted will depend on:

- The extent to which the prior learning matches the qualification’s learning outcomes.
- The level of the prior learning in relation to the qualification’s academic requirements.
- The specific number of units, modules, or assessments for which credit can be granted.

RPL may also result in exemptions from certain modules, assessments, or examinations. However, it is important to note that learners will still need to meet all other program requirements and demonstrate competence in all necessary areas.

8. Limitations and Exclusions

- **Qualifications with Mandatory Modules**: Some qualifications may require completion of specific core modules or assessments that cannot be substituted by prior learning.
- **Mandatory Assessments and Exams**: RPL cannot replace compulsory assessments or exams that are required to meet awarding body standards.
- **Relevance to Learning Outcomes**: Only prior learning that is directly aligned with the qualification's learning outcomes will be considered for RPL.

9. Documentation and Record Keeping

All RPL applications, decisions, and related correspondence will be securely documented and stored in accordance with data protection regulations. Learners will have access to their RPL records and may request additional information or clarification about their application.

10. Continuous Improvement and Review

Achieve UK Training Ltd is committed to regularly reviewing and improving the RPL process to ensure that it is fair, transparent, and in line with industry standards. The policy will be reviewed annually to address any changes in qualifications, regulatory requirements, or best practices in RPL.

For any further queries, please contact us at contact@achieveuktraining.com or visit www.achieveuktraining.com.

Approved by:
Manav Arora
Director and Head
01 March 2025