

1.0 Policy

To deliver its strategic policy aims of excellence in: Quality of Practice, the Learner Experience, Stakeholder Relationships, Innovation and Cost Management, Advance Assessments operates a Recognition of Prior Learning (RPL) policy and procedure. Centres claiming RPL to be credited to an AA qualification on behalf of Learners must operate within this policy and procedure and in compliance with Ofqual rules and conditions, particularly:

Condition C2.5: Guidance to Centres

Condition E10: Recognition of Prior Learning

Condition H3: Monitoring the specified levels of attainment for a qualification

Condition H5: Results for a qualification must be based on sufficient evidence

Where qualifications are Higher Education (UK) qualifications, Advance Assessments (AA) will also comply with the HE Quality AA Code, particularly:

Principle 9: Recruiting, selecting and admitting students

1.1 Ofqual definitions

Taken from the Ofqual Handbook: General Conditions of Recognition. Accessed on 28/06/2024.

1.1.1 Component

A discrete part of a qualification which –

(a) focuses on specific areas of the knowledge, skills and understanding assessed for the qualification, and

(b) has a specific set of criteria against which Learners' performance will be differentiated.

1.1.2 Learner

A person who is registered to take a qualification and to be assessed as part of that qualification.

1.1.3 Recognition of Prior Learning

The –

(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.

1.2 AA definitions

AA uses the terms; Component, unit and module interchangeably.

2.0 Procedure

2.1 The AA Centres and Assessment Manager is responsible for implementation of this procedure.

2.2 **Recognition of Prior Learning:** AA recognises prior learning in three ways:

- 2.2.1 Accreditation of Prior Experiential Learning (APEL)
- 2.2.2 Accreditation to Prior Certified Learning (APCL)
- 2.2.3 Credit Transfer

2.3 **General Principles:** AA's RPL prerequisites are that prior learning is:

- 2.3.1 **Current** – achieved within the last five years.
- 2.3.2 **Relevant** – the Sector subject area is appropriate for the qualification and its learning outcomes map onto modules(s)/unit(s) that they are claimed against.
- 2.3.3 **Evidenced** – transcripts or certificates for credit transfer/APCL or the production of a portfolio for APEL.
- 2.3.4 **At the level specified in the qualification** or the academic standard and equivalent to content and learning outcomes in the AA qualification specification.
- 2.3.5 **At the same credit volume or higher** than the modules (units) being claimed against.
- 2.3.6 The maximum RPL that may be claimed and granted is one third of the total amount of credit required for award of the full AA qualification.
- 2.3.7 Learners may not apply for any form of RPL where they are studying less than the full AA qualification, i.e. have selected modules (units) to study that are insufficient in number to complete the full qualification.
- 2.3.8 The maximum RPL (the aggregate of APEL, APCL and Credit Transfer) that may be claimed and granted is one third of the total amount of credit required for award of the full AA qualification.

2.4 **Accreditation of Prior Experiential Learning:** APEL exemptions will not be granted for more than 40 credits within an AA qualification. Learner supplied evidence should include:

- 2.4.1 A portfolio of evidence that may include confirmation from a line manager.
- 2.4.2 Job responsibilities and job description.
- 2.4.3 Contact details of at least two referees that can comment on the Learner's achievements for each employment claim.
- 2.4.4 Documents to illustrate achievement of learning outcomes.
- 2.4.5 The Learner's personal reflection on how experience has furthered their understanding in the learning outcome areas.
- 2.4.6 Recordings of interviews/testimonies relating to the learning outcomes.

2.5 **Accreditation of Prior Certified Learning (APCL) and Credit Transfer:** APCL and Credit Transfer exemptions will not be granted for more than 40 credits within an AA qualification. Learner supplied evidence should include:

- 2.5.1 Certified copies of Certificates.
- 2.5.2 Details of the course content studied.
- 2.5.3 Records of academic results achieved.

- 2.5.4 Contact details of at least two referees that can comment on the Learner's achievements for each APCL or Credit Transfer claim.

2.6 Applying for RPL: Learners (or Centres on behalf of Learners) must complete RPL Claim Form AA_OF_31 and submit it to AA using the secure upload facility on the AA online platform. The form must include:

- 2.6.1 Two references (employer for APEL, academic for APCL or Credit Transfer) for each form of APL claimed.
- 2.6.2 Specific evidence of prior learning mapped against each learning outcome in the module(s)/unit(s) included in the RPL claim.

A suitably qualified assessor, that has completed the AA selection process will review the RPL evidence and inform the Centre and Learner of the decision made.

AA charges a fee for RPL assessment, see the AA Fee information located at:

<https://advanceassessments.co.uk/mod/page/view.php?id=38>

2.7 Timescales. RPL claims should be made as soon as possible after Learner registration. There is a processing time of 10 working days between receipt of a correctly completed RPL Claim Form and supply of RPL claim decision from AA. Where information is missing or unclear AA will request further information which may delay the decision making process.

2.8 RPL Claim outcomes. Where AA agrees a RPL claim the Learner will attain the award components that the claim relates to. Where AA does not agree the claim the Learner will be required to complete the full assessment specified for that component of a qualification.

2.9 Review of RPL. RPL claims relating to a qualification will be reviewed in the relevant Qualification and Assessment Review, Improvement and Standardisation meeting. AA_OP_07 refers.

2.10 Appeals. Learners may appeal against any RPL decision made by AA through following the AA Appeals Policy and Procedure AA_OP_03.

2.11 Complaints. Where any stakeholder has a complaint about the way APL has been applied, please contact AA on support@advanceassessments.co.uk Complaints will be addressed following the AA Complaints procedure: AA_OP_23.

2.12 Recording RPL: The Centres and Assessment Manager will place the completed RPL form and supporting evidence in the Learner's dedicated assessment area, accessible to assessors and managers only. This will be held under GDPR regulations for six years after award of the related AA qualification.

3.0 Forms/Documents associated with this procedure

3.1 Form AA_OF_31 Learner RPL claim

3.2 Policy and Procedure AA_OP_07 Qualification and Assessment Review, Improvement and Standardisation Policy and Procedure.

4.0 Document Revision History

4.1 Following improvement identifications and review with colleagues, the Centres and Assessment Manager is responsible for revisions of this policy/procedure and completion of the table below, before issue of the amended policy/procedure.

Date (most recent first)	Revision(s)	Reason for revision(s)	New Version Number	Approved by (Initial)