



Policy on Recognition of Prior Learning (RPL)

Version	Date	Changes	Reason for Changes	Author/Reviewer	Next Review
v2.1	May 2024	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	May 2025/ As required
v3.1	May 2025	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	May 2026/ As required

RPL

Recognition of Prior Learning (RPL) is a method of assessment 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.

RPL 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. Evidence of learning must be valid and reliable.

Who can claim RPL

Application for RPL can be made by students who do not hold formal qualifications but who are either in employment, preparing to enter, or returning to employment.

RPL can be used by any student who has certificated learning, in this case the student should apply for exemption.

How to assess for RPL

Where units are assessed against assessment criteria or grading criteria, then all evidence must be evaluated using the stipulated criteria. In assessing a unit using RPL the assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria. Centre must have personnel with appropriate expertise and knowledge to facilitate this.

In order to carry out RPL the college will ensure that:

- Learners are registered as soon as they formally start to gather evidence
- Records of assessment are maintained, as for any other unit/qualification
- Certification and claims are made according to normal procedures
- All relevant evidence is assessed before assessment decisions are confirmed.