

Introduction

This policy defines recognition of prior learning and credit transfer, the circumstances in which they may be applicable to learners, and the policies for applying them where relevant.

“Up Grade Me Training” is committed to providing a high quality service and to maintaining the highest standards for its learners, centers, and other stakeholders. Recognition of prior learning and transfer of credit exist to enable learners to avoid duplication of learning and assessment.

This policy applies to:

- Actual and prospective learners
- Employees/Trainers (individuals who work – or have applied to work for the company either on a permanent, temporary, contractual or voluntary basis)

RPL – (Recognition of Prior Learning)

Recognition of prior learning (RPL) allows for a learner to be recognised for certain learning they have previously undertaken which has not been certificated or accredited through the RQF (Regulated Qualifications Framework) or QCF (Qualifications and Credit Framework), towards the regulated/unregulated qualification being studied.

If approved for RPL, the learner does not need to attend learning for the approved unit(s), but must still undertake assessment in full in order to achieve the assessment criteria.

RPL Claims against Learning & Credit transfers

Claim against Learning

The learner must supply evidence of prior learning, and/or achievement, for consideration. This must be fully evidenced, valid and reliable, and mapped to the learning outcomes and assessment criteria of all units for which the RPL claim is being made.

RPL may be claimed against a whole unit or several units. It is not possible to claim part units. Under some circumstances, there may be a limit to the proportion of a qualification that can be achieved by RPL, and/or specific rules may apply to RPL eligibility of certain units. Full details of any requirements will be identified by the Awarding Bodies of the qualification in question and can be found out by speaking to any of the **“Up Grade Me Training”** Trainers or Employees.

It remains the role of the assessor and internal quality assurance staff to ensure that assessment criteria are only deemed to have been met where assessment is valid, reliable and fit for purpose, and where evidence is adequate, sufficient and authentic. The process of RPL is subject to the same standard of scrutiny through the application of existing quality assurance and monitoring processes as any other form of assessment. RPL assessments should be included in standardisation and evaluation activities so that processes are reviewed, as with all other assessments.

Where RPL is used towards a learner's achievement of a regulated/unregulated qualification, a center will still be charged the full fee for the qualification being claimed, as the full qualification is still subject to full external quality assurance of the assessment, by LASER.

Credit Transfer

Where the learner has already achieved one or more exact unit(s) belonging to that qualification, where it is either allowed as an equivalency within the new qualification,

or.

In the case of approved credit transfer, the learner does **"Not"** need to repeat their assessment.

The learner does not need to repeat the assessment however must provide evidence of certification for the unit(s) to the centre (the certificate itself is not required where previous credit achievement was from LASER).

Credit transfer may be claimed against a whole unit or several units. It is not possible to claim part units.

Eligibility should be checked by **"Up Grade Me Training"** internal quality assurer who should inform the respective awarding body of the qualification and Provide evidence of units achieved, usually by way of original certificate (Sometimes not required if the qualification was achieved by same awarding body).