




# Recognition of Prior Learning Policy and Procedure

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## Policy Approval



<b>Approval Required:</b>	<b>Please Check</b>		<b>Annual Review Required:</b>	<b>Please Check</b>	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Approval Panel:</b>	James Hope				
<b>Approved By:</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>		
	James Hope		01/10/2023		
<b>Policy Review Date:</b>	September 2024				
<b>Policy Writer/s:</b>	Shane Carter				

## Background

Buildskill Plus has undertaken to abide by the requirements for Training Organisations and undertake Recognition of Prior Learning (RPL). Where appropriate. Certificated competencies already held by individuals can be formally mapped against the units of competency in the relevant qualification or apprenticeship programme, and will be recognised regardless of how, when or where they were achieved in line with directives from the appropriate Awarding Organisations.

Information is supplied to learners to advise and inform them of RPL, the aim is to encourage the learners to use any prior learning towards their programme. Learners are informed about courses and units for which RPL may be granted, what is involved, advice and support available and the normal time frame for recognition.

## Initial Support

Initial support is provided to learners to ensure realistic expectations about RPL, to identify relevant courses and to provide information about learning outcomes and assessment benchmarks for consideration by learners. Support is conducted:

- In a comfortable environment
- With individual interviews or group sessions as appropriate
- With the opportunity for learners to clarify their objectives
- With guidance and support if required from a skilled member of staff with sound knowledge of the apprenticeship programme

## Application

At sign-up Learners must evidence their claim for competency in sufficient detail to enable the assessor to decide on whether a learner has a certificated competency or if only an assessment is needed. The Quality Manager or IQA will assist learners to identify the best means to prove their claim, to select and organise acceptable evidence to present at the sign-up process. On evidencing RPL, learners are provided with:

- Performance criteria for competency learning outcomes
- Guidelines as to possible sources of evidence

The candidate must provide current, quality evidence of their competency against the relevant unit of competency in a way of certificated evidence, by producing:

- A current certificate of qualification from a recognised qualification body, less than three years old

Where it is felt by the learner that only assessment is required, the assessor must be confident that the learner is currently competent against the endorsed unit(s) of competency by:

- Submitting a portfolio of evidence
- Demonstrating skills in workplace performance
- Evidence must be gathered for both performance and knowledge within the units.

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Responsibility is on the assessor to determine whether the learner is able to demonstrate that they can meet the criteria of the unit they are seeking RPL for. This must be achieved through observation by an experienced assessor and the unit identified as requiring assessment only at the sign-up stage.

This evidence may take a number of forms and might include: references from past employers, testimonials from clients and work samples. The responsibility is on the learner to provide sufficient evidence to satisfy the assessor that they currently hold the relevant experience to gain the competency through assessment only, which will not be funded. In judging the evidence, the assessor must ensure that the evidence of prior learning is:

- Authentic (the learners own work)
- Valid (directly related to the current version of the endorsed unit of competency)
- Reliable (shows that the learner consistently meets the endorsed unit(s) of competency)
- Current (reflects the learner's current capacity to perform the aspect of the work covered by the unit(s) of competency) and
- Sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

\*\* Please note: Should the assessor have any reservations regarding the evidence provided, or the learners' ability to adequately demonstrate competence as per the above guidelines, Buildskill Plus reserves the right to request the learner to undertake a performance trade test in order that RPL can confidently be evidenced.

## **The RPL process:**

### **Stage 1 – Awareness, information and guidance**

Ahead of enrolling a potential learner, the possibility that they may be able to claim credit for some of their previous learning should be raised with them. If this is the case the learner will need to know the:

- Evidence requirements for claiming competency.
- Evidence requirements for identifying that only assessment is required.

### **Stage 2 – Pre-assessment, gathering evidence and giving information.**

At this stage the learner will carry out the process of collecting evidence against the requirements of the relevant unit(s). In some cases, the development of an assessment plan and tracking document or similar may be required, to support the learner through the process. The evidence gathered will need to meet the standards of the unit, or part of unit, that the evidence is being used for.

This evidence must be made available during the sign-up process and will support the marking of the framework units appropriately to identify if the learner has:

- an accredited competency evidenced by a Certificate
- due to previous experience will only require Assessment
- requires training in order to meet the criteria for assessment.

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**Stage 3** - Once the learner begins their programme any assessment will follow the Assessment Policy.

### **Learners Transferring**

A learner that wishes to transfer from their current provider to Buildskill Plus will undertake a RPL process to establish the following

- What training and assessments have been achieved
- What percentage of funding has been used
- What percentage of funding is remaining?
- What training and assessments are still required to be achieved
- Is there a requirement to increase the funding (to be raised with the ESFA direct, where appropriate)?

The assessor will have to establish the authenticity, validity and reliability of the training and assessments records, this will be conducted by checking the following information and recording this on the appropriate paperwork.

- Reviewing training records
- Reviewing Assessment and IQA reports
- Establish what has been signed off as completed/competent
- Evidence to support achievement
- Check online results
- Any prior EQA/QC reports
- Review any additional supporting evidence

Capturing the above information will enable to help establish what is required to complete the qualification or apprenticeship programme against the remaining funding available, or if there is a need to increase the funding\*. In the event that there is evidence to support an increase of funding this will be addressed with the Employer/SFA/ESFA direct (where appropriate), the evidence and report from the assessor will be needed to help support any claim for an increase in funding.

\*The term 'funding' refers to either government monies or privately paid monies (where appropriate)

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