

RECOGNITION OF PRIOR LEARNING POLICY



Introduction

Three Dimensional Training's (3DT) policy is to ensure that all learners are given the opportunity to have their prior knowledge, achievement and experience recognised where it relates and/or contributes to their current learning and assessment process. 3D Training defines RPL as an assessment process that assesses the individual's formal and/or informal learning to determine the extent to which the required criteria and/or learning outcomes can be met towards partial or full completion of a unit or qualification. If learners can produce relevant evidence that demonstrates they can meet specific unit(s) learning outcomes then recognition may be given for their existing knowledge, understanding or skills.

Learners must be able to present evidence that meets the learning outcomes for which they wish to apply for RPL and as with any other method of assessment there must be evidence of the entire assessment process and the evidence presented in support of RPL must meet the Rules of Evidence: Valid, Authentic, Reliable, Sufficient. All RPL exemption/certification evidence must be collected and stored in the Learner Record in line with policies and procedures set by the awarding body.

If the learner's evidence meets all the learning outcomes and assessment criteria for a unit, then they can claim credit for that unit. If evidence from RPL is assessed as sufficient to cover one or more learning outcomes but not the whole unit, the learner's tutor will outline a plan for the learner to meet the remaining requirements through the remaining assessment tasks/methods.

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Further RPL will be defined as the process by which achievement and learning gained in the past is assessed against the requirements of current unit learning outcomes. Any recognition of prior learning will be considered within the context of the learner's programme and should be discussed with the Internal Verifier with learner records updated as required.

Evidence can draw on any aspect of a candidate's prior experience including occupational experience, education and training, community or voluntary activities. In some circumstances this can exempt a learner from learning outcomes from part or all of an award. Information regarding and assessment of potential for RPL will be gained at or prior to Induction via the course induction, Personal Learning

Record and Initial Assessments against learning outcomes for each unit of the course. RPL must be claimed at least 4 weeks prior to the commencement of a unit (during induction for unit 1) by the learner.

As part of the initial assessment process for prior learning, the learners personal record and certificates will be reviewed, and exemptions will be recorded.

Principles According to 'Claiming Credit – Guidance on the recognition of prior learning within the Qualifications and Credit Framework' the five principles of RPL are as follows:

1. RPL is a valid method of enabling individuals to claim credit for units and qualifications of the QCF, irrespective of how the learning took place and the assessments undertaken. There is no difference between the achievement of the required standards through prior leaning and through a formal programme of study.
2. RPL must comply with all regulatory requirements for assessment. RPL policies, processes, procedures, practices and decisions should be transparent, rigorous, reliable, fair and accessible to individuals and stakeholders to ensure that users can be confident of the decisions and outcomes of RPL.
3. RPL is a learner-centred voluntary process. The individual should be offered advice on the nature and range of evidence considered appropriate to support a claim for assessing RPL and be given guidance and support to make his or her claim. 3D will review the individual's personal learning record and certificates as part of the initial assessment of prior learning and record exemptions.
4. The process of RPL is subject to the same standard of quality assurance and monitoring processes as any other form of learning and assessment.
5. Assessment methods for RPL must be of equal rigour as other assessment methods, must be fit for purpose and relate to the evidence of leaning. An individual may claim RPL for any whole unit unless the assessment criteria of a unit states otherwise. For example, if an external assessment sets the standard of learning outcome that a learner must achieve, then the learner must pass the external assessment to achieve the unit and gain the credit.

Recognition of Prior Learning (RPL) Procedure

3DT Training will review and analyse skills gaps and create a learning plan for the Learner, to ensure learning for skills, knowledge and behaviours, required are addressed. This will then confirm if recognised prior learning or attainment, results in a reduction in funding claimed by percentage of learning the learner does not need.

If a learner believes that they may qualify for RPL for any of the unit learning outcomes in relation to any prior learning/experience undertaken, they must first review this policy and follow the procedure for application below. The course Tutor can assist with any stage of this process as required. Learners are encouraged to speak to their tutor for additional guidance on the process through a request for an RPL tutorial as soon as possible. All unit learning outcomes are shown within the qualification specification for the course and learners must refer to these outcomes to consider which outcomes they believe they can demonstrate. Learners should then put together a formal application as below within the specified timescales.

For all qualifications, please put together a formal letter to the course tutor that includes:

- Request for RPL with the course clearly named along with their full name, address, DOB and learner number
- Which learning outcomes they wish to RPL (including the unit, LO number, full wording of the learning outcome listed in a logical fashion (a table may be helpful))
- Why and how you believe they can demonstrate the learning outcome through a detail supporting statement for each learning outcome explaining the evidence they are providing to show this
- Attach the evidence by which they can demonstrate that they can meet it.

The request for RPL must be submitted to the Tutor via standard assessment procedures no later than 4 weeks before the start of the unit as per the course calendar in the learner handbook (before the end of induction unit for unit 1). This is to ensure adequate time to complete the unit if RPL is not granted.

Applying for RPL and presenting evidence does not necessarily denote a pass for a learning outcome. As per the policy, RPL applications will be subject to assessment processes to ensure the learner can demonstrate the learning outcomes and associated learning criteria and a decision will be communicated to you via an assessment submission feedback form within four weeks.

If the learner evidence meets all the learning outcomes and assessment criteria in a unit, then they can claim credit for that unit. If evidence from RPL is assessed as sufficient to cover one or more learning outcomes but not the whole unit, the Tutor will indicate what the learner must do to meet the remaining requirements through drawing on the relevant unit assessment methods.

Tutor Guidance

During the induction phase, the RPL policy is highlighted in the induction module and the learner handbook. Tutors will also request that any requests are submitted for Unit 1 ASAP before the unit begins and therefore for further units at least 4 weeks beforehand following the procedure above.

Learners can access this policy via the web link www.3dtraining.uk.com/policies

Upon receipt of an RPL application, Tutors will assess any received RPL applications within 4 weeks of receipt. The assessment will be based on the learning outcomes the learner has applied for. To assess the evidence, tutors will use the assessment criteria for those relevant unit learning outcomes (shown in the learner handbook). The maximum grade outcome to be awarded for RPL is 'pass' so the marking matrix need not be used. Tutors should seek guidance on any RPL applications and evidence with the Internal Verifier for the course as required. Tutors must maintain all records of contact, discussion points and assessment grading and file on the learner's file.

The tutor is to update the Quality Manager and course IQA ASAP upon identification of any RPL (as this could affect funding draw down).

The tutor will record the outcomes of the RPL and maintain the learners file, support with IQA arrangements as required and supporting learners through the process, including talking through the procedure as necessary.

The RPL evidence will be supported by the full assessment process and records are completed and submitted for IQA in line with 3D Training Assessment Centre requirements. The IQA will support tutors with queries on the process or review of evidence as required and will sample as per the IQA Assessment Strategy and Sampling Plan.

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