Recognition Of Prior Learning & Credit Accumulation & Transfer Policy

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V0.1	12-2024	Final review and approval by Executive Team

1. Policy Principles

This policy ensures that centres understand and apply Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) correctly and fairly in accordance with regulatory requirements.

It aims to promote transparency, accessibility, and consistency in recognising learners' prior achievements.

2. Introduction

This policy aligns with the requirements of the Office of Qualifications and Examinations Regulation (Ofqual) and provides clear guidance on the recognition of prior learning and the transfer of accumulated credits.

2.1.   Purpose

The purpose of this policy is to establish clear procedures for RPL and CAT, ensuring that learners are awarded credit for previously acquired knowledge, skills, and competencies without unnecessary duplication of learning.

2.2.   Scope

This policy applies to all centres delivering UK Awards qualifications and is relevant to learners, assessors, internal quality assurers (IQA), and external quality assurers (EQA).

2.3.   Responsibilities

- **Centres:** Responsible for implementing this policy and maintaining accurate records.
- **Assessors and IQAs:** Responsible for assessing and verifying RPL and CAT applications fairly and consistently.
- **External Quality Assurance Team (EQA):** Responsible for reviewing and auditing RPL and CAT processes at approved centres.

2.4.   Definitions

- **Recognition of Prior Learning (RPL):** A method of assessment that evaluates a learner's previous knowledge, skills, and experience to determine if they meet the required learning outcomes of a qualification.
- **Credit Accumulation and Transfer (CAT):** A system that allows learners to accumulate and transfer credits between regulated qualifications and awarding organisations where applicable.

3. Process

3.1. Recognition of Prior Learning (RPL)

RPL applies where learners can demonstrate achievement of unit assessment criteria through existing evidence without undergoing further learning. Evidence must be:

- **Valid:** Relevant to the qualification's assessment criteria.
- **Authentic:** Clearly attributable to the learner.
- **Sufficient:** Fully meeting the requirements of the qualification.
- **Current:** Reflective of present standards and practices.
- **Reliable:** Consistent across multiple assessments.

3.2. Applying for RPL

Learners must submit an RPL portfolio with supporting evidence such as:

- Certificates from previous qualifications.
- Workplace assessments, job descriptions, or professional references.
- Reflective accounts and expert witness testimonies.
- Assessment records from prior accredited training.

Assessors will review the evidence and determine if additional assessment methods (e.g., professional discussions or practical demonstrations) are necessary to meet qualification standards.

3.3. Credit Accumulation and Transfer (CAT)

CAT applies when a learner has achieved a unit within a regulated qualification and wishes to transfer the credit to another qualification where the unit content and level are identical.

- Credit transfer is only permitted if the unit reference numbers match.
- Centres must verify credits via awarding body records before accepting a transfer.
- Partial credit transfer is not allowed; units must be completed in full.

3.4. Outcomes of RPL and CAT

Where prior learning or credit transfer fully meets the unit or qualification requirements, learners will be awarded the appropriate credit without further assessment. If gaps exist, additional learning or assessment may be required.

3.5. Functional Skills Exemptions

For Functional Skills English:

- A learner must achieve all three components (Speaking, Listening and Communication, Reading, and Writing) at the same level to obtain a full qualification.
- GCSE English results cannot be used for exemption due to differing assessment criteria.
- Learners can carry forward individual component marks from prior attempts at the same level and qualification.

4. Equality and Accessibility

This policy is designed to ensure fair access to RPL and CAT for all learners. Centres must consider individual needs and provide reasonable adjustments where necessary, in line with equality and diversity policies.

5. Implementation and Monitoring

- Centres must ensure this policy is effectively communicated to learners and staff.
- All RPL and CAT applications must be documented and retained for quality assurance purposes.
- UK Awards will review this policy annually to maintain compliance with regulatory requirements.

6. Contact Information

For further inquiries regarding access arrangements and reasonable adjustments, please contact:

Email: info@ukawards.org.uk