



Know Your Potential Consultancy Ltd

**APPRENTICESHIP AND QUALIFICATIONS
ACADEMY RECOGNITION
OF PRIOR LEARNING (RPL)**





APPRENTICESHIP AND QUALIFICATIONS ACADEMY RECOGNITION OF PRIOR LEARNING (RPL)

1. Recognition of prior learning (RPL) is an assessment method that makes use of evidence of a learner's previous non-certificated achievements to demonstrate competence of achievement within a unit or qualification. Accreditation of prior learning (APL) is an assessment method that makes use of evidence of a learner's previous certificated achievements to demonstrate competence of achievement within a unit or qualification. Both must follow the qualification assessment strategy and be assessed against the learning outcomes and criteria set out.

2. Evidence can come from any aspect of the learner's prior experience including:

- Domestic/Family life.
- Education and training.
- Work activities.
- Community of voluntary activities.

3. Assessors wishing to undertake RPL/APL with their learners must ensure they have the relevant skills and support to recognise prior learning against the standards. Once RPL/APL has been discussed and recorded in the learner's initial assessment, any adjustments to the course content, duration off the job hours, and funding can be tailored to the individual learner. The assessor will discuss with the learner how the RPL/APL can be used and start the assessment process of planning how to progress with the evidence.

4. When using RPL/APL the assessor must ensure they carry out the entire assessment process, in that they plan, make an assessment decision, provide feedback to the learner and ensure it is recorded as part of the audit trail and quality assurance. The Individual Learning Plan should be used as part of the process to help the learner identify the evidence they wish to be considered.

5. It remains the role of the assessor to ensure that evidence wishing to be used by the learner is valid, authentic, sufficient and reliable. Please note evidence used is not time limited but assessors must consider whether it is valid, authentic and current. The assessor may ask questions or ask the learner to show them skills to check their understanding and skills are current.

6. The evidence can be used to either claim credit for the whole unit, or to cover one or more learning outcomes. If the unit is not fully covered then additional assessment methods should be used to meet the sufficient evidence required, as stated in the standards. Where a learner uses a previously achieved certificate as evidence to meet current qualifications, any records of the mapping process must be kept with the learner's evidence.

7. There are exemptions to this therefore each Awarding Organisations policy on Recognition of Prior Learning/Accreditation of Prior Learning should be checked. RPL/APL can result in reductions in funding for example in apprenticeships and therefore the relevant funding rules should also be reviewed. Apprenticeships further support and guidance can be found on the ESFA web site - <https://www.gov.uk/guidance/apprenticeship-funding-rules>.



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