



# POLICIES & PROCEDURES

## Recognition of Prior Learning Policy

Reviewed on: 20/05/2022

Reviewed by: Chris Foley

Signed: *C W Foley*

Review Date: May 2023

## RECOGNITION OF PRIOR LEARNING POLICY

### DEFINITION

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of a qualification) that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

### INTRODUCTION

This policy applies to all Oxford Energy Academy Plumbing and Electrical Awards qualifications; however, qualifications that require an external or practical assessment will still require the learner to undertake the assessment to verify competency.

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units or a whole qualification. Partial unit completion is not acceptable.

Oxford Energy Academy encourages the use of RPL where it is of value to learners in facilitating assessments. The use and application of RPL enables learners to gain all or part of a qualification without having to undertake a formal learning programme. RPL focuses on assessment and awarding prior learning which may count as evidence towards:

- A unit accumulated towards a full qualification
- A full qualification.

Oxford Energy Academy when carrying out RPL will ensure that:

- Identification of any achievement through RPL is prior to learners registering to taking a qualification
- Records of assessment are maintained, the same as for any other unit/qualification
- Certification and claims are made according to normal procedures
- All relevant evidence is assessed before assessment decisions are confirmed
- There are designated personnel with the appropriate expertise to support and assure the RPL process.

## EVIDENCE OF LEARNING

All evidence must be evaluated using the stipulated learning outcomes from Oxford Energy Academy's awarding body BPEC and assessment criteria from the qualification or unit being claimed. In assessing a unit using RPL the assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria.

Example of evidence that may be submitted include:

- Certificates - copies of previous qualifications
- Qualification Specifications - in order to map the learning outcomes and assessment methods, the assessor must see qualification units and previous assessment methods
- Witness Statements - signed by a reliable person such as a line manager as evidence of practical experience.

All evidence of learning must be:

### Valid

Addresses the elements and performance criteria. Reflects the skills, knowledge and context described in the qualification specification.

### Authentic

The evidence being submitted is in its original format, can be verified as genuine and can be confirmed as the work of the learner.

### Sufficient

The assessor must see sufficient evidence to cover all aspects of the unit, units or qualification being claimed. The evidence must demonstrate competence over a period of time and that is able to be repeated.

### Current

The evidence must demonstrate the learner's current skills and knowledge and must comply with current best practice guidance. For example; witness statements for practical experience must be current.

### Reliable

Evidence must be from a reliable source and in a reliable format, on organisation headed paper or certification.

## RPL PROCEDURE

The learner will need to disclose evidence of their RPL at their pre-qualification interview stage.

A competent member of Oxford Energy Academy will:

- review, copy and scan the documented evidence
- conclude if it satisfies any of the learning out comes within the qualification
- decide if the evidence is sufficient to allow some units to be claimed for with RPL
- pass this onto Oxford Energy Academy management team for review

The management team will:

- review the RPL and assess how many hours the qualification can be reduced
- award a reduction in funding if applicable
- award a reduction in qualification time if relevant
- inform the tutor and Apprentice administrator of any reductions
- will record or delegate any changes are added to the student file