

Centre Recognition of Prior Learning Policy The Maxcebo® Wellbeing Academy Ltd.

1. Issue and review

The date of issue of this policy is 15th November 2020. This policy will be reviewed annually.

2. The Scope of this Policy

Recognition of Prior Learning is defined as an opportunity for learners to present performance or accredited knowledge evidence which comes from a period prior to their registration. This is evidence of earlier learning and achievement towards part of a qualification. For example, if a learner has started a vocational qualification elsewhere (i.e. an equivalent level qualification (i.e. BTEC) or the first year of RSL qualifications) and wishes to transfer the previous credits.

Recognition of Prior Learning can be applied to internally assessed parts of vocational qualifications. It **cannot** be applied to:

- Graded Music examinations.
- GCSE examinations
- A Level Examinations
- Performing Arts Awards examinations.
- Parts of externally assessed units in vocational qualifications.

It **can** be applied to:

- Full units in vocational qualifications (including those externally assessed)
- Part of internally assessed elements of vocational qualifications

RPL does not apply to qualifications which identify the achievement of specific qualifications as a minimum entry requirement.

3. The RPL Process

Prior to Registration

All prospective learners will have access to information on how to apply for and claim RPL.

At interview/enrolment, any prior learning will be discussed with the learner and documented within the interview/enrolment paperwork.

A handout which can be provided as part of the interview process will outline RPL for learners this applies to.

At enrolment, certificates which can be used as evidence of RPL will be collected and photocopies made, to be kept on file as part of the mapping process.

Process for the Assessment of RPL

The centre Maxcebo® Wellbeing Academy Ltd, accepts the following evidence for RPL:

- Unit certificates
- Certificates for full qualifications

When presenting a certificate for RPL, the learner will need to demonstrate their knowledge, skills and understanding to prevent the need to repeat the assessment or course.

Learners' prior certificated¹ learning can be used as evidence for assessment criteria. Copies are only acceptable as evidence where the original certificates have been seen and countersigned.

When using certificates for RPL, Maxcebo® Wellbeing Academy Ltd will cross reference the work between the two standards, (the qualification/unit certificated, and the qualification registered on).

Evidence of previous learning or achievement, like other evidence, will be rigorously subjected to the assessment of its:

- **Validity:** does the evidence demonstrate that the demands of the assessment criteria/learning outcome has been met?
- **Currency:** does the evidence demonstrate that demands of the specification have been met and are up-to-date? See below for further guidance.
- **Authenticity:** can the evidence be unequivocally attributed to the learner?
- **Sufficiency:** is there enough evidence to fully meet the criteria/outcome

Other types of evidence

The evidence gathered needs to meet the standards of the specification that it will be used for. Evidence from a learner's past experience could include:

- Paid work
- Community or voluntary work
- Home life
- Education and training

Further evidence may include:

- Evidence of workplace practice, confirmed by workplace managers.
- Past portfolios of evidence created by the learner which remains current.
- Reports created by the learner and confirmed as authentic.
- Expert witness testimonies (i.e. workplace managers, specialists, lecturers/teachers)
- Professional discussions conducted with the learner to confirm their knowledge/skills
- New assignment briefs or tasks that have been created to fill any gaps in the evidence presented.

Whatever evidence is used it must be confirmed as valid, current, sufficient and authentic and subjected to the same rigour as any other type of evidence by The Academy Principal prior to acceptance.

¹ Certificated is defined as the learner having passed a test or assessment and met the standard.

Cross Referencing

All RPL will be mapped to individual assessment criteria to the appropriate/corresponding assessment criteria in RSL qualifications. This will mean that some assessment criteria will be met and others only partially met, some not at all. It is unlikely that learners will have all the evidence they need to achieve a full unit unless they have previously achieved the unit itself. A full record of the mapping must be kept for quality assurance purposes.

RPL can only be used for those assessment criteria that are fully met.

With this type of mapping, the assessment criteria have to match, or sufficient evidence to show that the learner has achieved the criteria with the work that they have done and access to the work that has been submitted for the original qualification, if available, may help. When mapping, grading criteria cannot be used unless the learner has met all assessment criteria.

Evidence for how and why an individual learner has achieved through RPL needs to have a substantial audit trail and is not a shortcut.

RPL Assessment

Currency

The currency of knowledge and practice will be assessed. Maxcebo® Wellbeing Academy Ltd accept certificates not older than 2 years as it is deemed that the knowledge and skills of the learner will no longer be current after this time. Certificates older than 5 years may require additional assessment of the learner's knowledge and skills against the current standard. Significant changes in practice or technology in under 2 years must also be considered to ensure that the assessment of the learner's practice is current. All Awarding Organisations require confirmation that currency and validity has been assessed RPL should be subject to the same assessment processes as other forms of evidence and be subject to formal review and feedback.

Quality Assurance

Presenting RPL to Awarding Organisations

Maxcebo® Wellbeing Academy Ltd will provide access to the audit trail for all units claimed through the individual Awarding Organisation (AO) quality processes. 100% of RPL evidence could be asked for by the External Quality Assurer so a rigorous audit trail must be in place.

Certificates can only be claimed when the appropriate quality assurance processes are completed successfully.

4. Complaints and Appeals

Learners are able to appeal the assessment decision for RPL in the same way they can any other assessment decision by use of the centres Appeals and Complaints policy which can be found on the Company Website.

