U19

Recognition of Prior Learning Policy

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Introduction

This policy sets out the principles and processes by which a learner's previous achievement of knowledge, understanding, skills or competence can be applied to qualifications.

This policy has been developed in accordance with Ofqual General Conditions of Recognition, condition E10.

Scope & Purpose of this Policy

This policy applies to:

- Qualifications on the Regulated Qualifications Framework for which FuturU is the Ofqual recognised Awarding Organisation
- End Point Assessments, proxies section only.

This policy sets out the arrangements at FuturU to ensure that, where applicable, recognition of prior learning as evidence towards the achievement of vocational qualifications is undertaken and implemented consistently and fairly.

Obtaining copies of the policy

This policy can be accessed on the FuturU platform.

What is Recognition of Prior Learning?

RPL is an assessment process that uses evidence of a learner's previous learning and achievement towards part of a qualification.

FuturU recognises two types of RPL:

- Recognition of Prior Certificated Learning (RPCL)
- Recognition of Prior Experiential Learning (RPEL)

Recognition of Prior Certificated Learning (RPCL) is a form of assessment that uses evidence from a learner's certified achievement to demonstrate competency. This can include a range of formal qualifications and credit-based frameworks such as the Regulated Qualifications Framework (RQF).

Recognition of Prior Experiential Learning (RPEL) is a form of assessment that uses evidence from a learner's non-certified achievements. This assessment is used to review the learner's knowledge, skills and experience in line with the learning outcomes of the intended qualification to determine competency.

Unless specified otherwise, reference to RPL in this policy covers both RPCL and RPEL.

How much of a qualification can be assessed via RPL?

The amount of RPL permissible for FuturU qualifications is normally up to 50% of the qualification credits, or equivalent. However, the amount may vary by qualification. Please refer to the relevant qualification specification for details.

Who can make RPL decisions?

RPL for a given qualification can only be undertaken by an assessor who has been deemed suitably qualified and occupationally competent for that qualification by an authorised member of the FuturU quality team.

Responsibilities for this policy

- The Head of Quality & Compliance is responsible for ensuring adherence to this policy.
- Assessors, Internal Quality Assurers (IQA) and the Quality Manager are responsible for carrying out the activities described in this policy.
- Quality Leads are individuals allocated to specific qualifications as the primary lead on quality and standards. These can be called Lead Internal Quality Assurers (Lead IQA) but exact job titles may differ based on provision.
- Employers and delivery teams, where applicable, are responsible for supporting the learners in completing the application and submitting all required evidence.

Advice and guidance to learners

During their enrolment or induction/onboarding process, learners must be provided with information about RPL including:

- This policy
- The support and guidance available to support an application for RPL
- Instruction of how to apply for RPL and what to expect after an application is made

Should they wish to apply for RPL, learners must be given the opportunity to discuss their application. For vocational qualification, this is likely to take place as part of Initial Assessment conducted with the learner by an assessor or other designated member of the delivery team.

What evidence can be used for RPL?

Assessors will support learners in identifying the most appropriate form of evidence for their specific circumstances.

To be considered for RPL, all evidence must be:

- **Valid** - does the evidence provided demonstrate the demands of the learning outcomes applied?
- **Current** - is the evidence provided still applicable to the qualification being delivered?
- **Reliable** - does it demonstrate the same outcome as if it had been generated by completing the equivalent assessment for this qualification?
- **Authentic** - is the evidence provided a genuine representation of the learner's individual capabilities and not someone else's or a collective?

- **Sufficient** - does the evidence demonstrate all learning outcomes and assessment criteria for the unit or qualification component being assessed?

All evidence collected for RPL purposes must be kept and made available for quality assurance or verification purposes.

To be permitted for RPL purposes, evidence must show knowledge, skills or competence that has been achieved before the learner started the qualification.

Evidence Requirements for Recognition of Prior Certificated Learning (RPCL)

Evidence for RPCL will be certificates and transcripts of learners' prior achievements. These must be originals produced by the awarding body, their authenticity must be verifiable with the awarding body and must include sufficient detail that the outcomes certificated can be mapped to the requirements of the units or components for which RPL is sought.

Evidence for Recognition of Prior Experiential Learning (RPEL)

Evidence gathered for RPEL must meet the standards of the unit or component for which RPL is sought.
It may relate to prior experience the learner has achieved during the course of:

- Paid, voluntary or community work
- Non-certificated learning, education or training
- Home or family life

Examples of evidence that could be utilised for RPEL purposes include:

- Work experience records validated by managers with authenticating signatures
- Portfolios of evidence prepared by the learner
- Recordings of practice
- Reflective accounts or reports validated as being he learner's own unaided work
- Witness statements from appropriate individuals such as trainers or managers.
- Induction sign-offs from appropriate individuals such as trainers.
- Customer or service user testimonies.

To enable the assessor to verify the validity, authenticity, reliability, currency and sufficiency of the evidence, or to demonstrate the level of understanding and competence the learner has, additional information may be needed. Some examples of this can include but are not limited to seeking authenticating signatures, conducting a professional discussion or asking questions by an assessor and recording the answers from the learner.

Applying for RPL

To apply for RPL, learners must complete a Recognition of Prior Learning request.

Learners should be encouraged to submit RPL applications as early as possible to ensure a decision is made before starting the qualification. Applications should be submitted before the start of the qualification, but it can be completed up to one calendar month after the start date.

Assessors will work with the learner to complete a mapping of the learner's RLP evidence to the learning outcomes of the qualification, which will be stored on the learner's record for quality assurance and verification purposes.

Assessing RPL evidence

Assessment of RPL evidence can only be undertaken by a suitably qualified and occupationally competent assessor.

RPL will be assessed in line with the requirements and assessment strategy defined in the relevant qualification specification.

Assessors will evaluate RPL evidence using the learning outcomes and assessment criteria for the unit or component for which RPL is being sought. For RPL to be awarded, the assessor must be satisfied that the learner has met the standards for all learning outcomes and assessment criteria for that unit or component.

If additional information is required to establish the validity, reliability, authenticity, currency or sufficiency of evidence submitted, the learner will be informed.

RPL Outcomes

Learners will normally receive the outcome of their RPL application within 15 working days of submission or, where additional information has been requested, within 15 working days of receipt of such information.

Outcomes of applications will be communicated to the applicant.

1. Where an application is accepted, the report will detail the approved learning outcomes. The learner will not be required to undertake any further assessment in respect of those outcomes and their record will be updated to reflect this.
2. Where an application is rejected or partially accepted, a written justification for the decision will be provided.

Proxies

The proxy process applies only to End-Point Assessments (EPA). Proxies are used to validate prior achievements when it is unclear if they are suitable for the apprentice to enter their EPA.

The proxy validation process should only be used by providers when it is not clear if the certificates provided meet the requirements. Examples of resources of what is acceptable evidence can be found at the following links:

1) https://acecerts.co.uk/web/wp-content/uploads/2021/02/Transferable-Skills-Guidance-Document-1st-February-2021-V3-1.pdf
2) https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above

When submitted, all proxies will be checked during the gateway document review.

If the proxy evidence is in a different name than the registered apprentice's name, then change-of-name evidence should be uploaded to verify the discrepancy.

The proxy validation will be reviewed within two working days. If it is not accepted, the gateway will be rejected, and the reason for this will be documented. The training provider is responsible for clearing the rejection and reuploading the gateway.

If proxy validation is to be approved before the gateway, it must be emailed to quality@futuru.ai. This should only be requested if it is unclear if it meets the requirements. The email must contain the proxy evidence and details of what the proxy is for. The request will be checked within five working days to ascertain acceptable proof. The outcome will be emailed to the training provider, which will state whether the proxy is acceptable.

Appeals

Learners may appeal an RPL decision following the process detailed in the relevant Appeals Policy.

Quality assurance

RPL assessment awarded criteria are subject to all quality assurance and verification processes that apply to assessment of the qualification.

Revision History

Revision date	Version	Revision Summary
22/03/2024	1	Expansion of scope of qualifications covered by this policy. Added definitions of RPEL and RPCL. Role titles updated to reflect changes.
23/10/2024	1.1	Added section on Proxies for EPA Updates scope to include EPA for proxies process.
April 2025	1.2	Updated to new format