

IBCM Recognition of Prior Learning Policy

1 Policy Statement

- 1.1 Recognition of Prior Learning (RPL) is a "*method of assessment 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 so do not need to develop through a course of learning.*"

Regulatory arrangements for the Qualifications and Credit Framework (Ofqual/08/3726)

- 1.2 IBCM recognises that RPL enables recognition of achievement from a range of activities using any appropriate 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 or a whole qualification. Evidence of learning must be valid and reliable.

2 Scope

This policy applies to all academic qualifications offered at IBCM including those on the RQF, QCF and other national frameworks, self-regulated qualifications and the Quality Assurance Agency (QAA) for Higher Education.

3 Legislation

The Equality Act 2010 applies to the operation of this policy.

4 Responsibilities

- 4.1 All staff have a responsibility to give full and active support to this policy. Programme Leaders have specific responsibility for implementing this policy through specific discussion with students at the time of initial interview and induction. The Principal (via the Academic and Quality Manager) has overall responsibility for ensuring that this policy is known, understood and implemented.

5 Implementation of the Policy

- 5.1 RPL is a valid method of enabling individuals to claim credit for units and qualifications. Discussion at the time of initial interview is therefore vital in order to identify any prior courses of study, work experience, learning opportunities or any other activities which may enable a student to claim RPL.

- 5.2 RPL processes, procedures, practices and decisions should be transparent, rigorous, reliable, fair and accessible to individuals and stakeholders to ensure that users can be confident of the decisions and outcomes of RPL.
- 5.3 RPL is a learner-centred, voluntary (for the learner) process. The individual will be offered advice on the nature and range of evidence considered appropriate, to support a claim for credit through RPL, and be given guidance and support to make a claim.
- 5.4 The process of assessment for RPL is subject to the same quality assurance and monitoring standards as any other form of assessment. Therefore any decision made will be internally verified before approval. If there are any concerns further discussion with the relevant awarding body will take place.
- 5.5 Assessment methods for RPL must be of equal rigour to other assessment methods, be fit for purpose and relate to the evidence of learning. Credit may be claimed for any unit through RPL unless the assessment requirements of the unit do not allow this (and subject to all guidance and requirements of relevant Awarding Bodies)
- 5.6 Where units are assessed against learning outcomes/assessment criteria, then all evidence presented for RPL must be evaluated using the stipulated criteria. The assessor must be satisfied that the evidence produced by the learner meets the standard established by the learning outcome and its related assessment criteria. The evidence must be authentic, current, relevant and sufficient.

Should the evidence presented for RPL not cover the standards fully then the assessor may set additional activities or use questions to cover the missing criteria. If the currency of any evidence is in doubt, the assessor may use questions to check understanding, and for competence. In certain programmes/qualifications specific mapping guidance may already be provided by the Awarding Body

- 5.7 As above, all assessment and award of credit must take into account the relevant validating or awarding body regulations pertaining to RPL.
- 5.8 A student should have the right to appeal when an application for credit is unsuccessful.

6 Student Responsibilities

- 6.1 The student will discuss their potential RPL with their tutor/programme lead at their initial interview and induction. They will be advised on the process to follow and given appropriate documentation to complete. This will enable them to identify the evidence they are providing and where this meets the national standards for any specific units of their qualification.
- 6.2 The student and tutor will agree on the actions the student needs to take to enable him/her to obtain the award s/he is aiming for. The actions will be detailed on the students ILP/Progress Review Form.

- 6.3 Students must agree to attend any further oral assessments or appropriate assessments if initial evidence is deemed to be unsatisfactory for the RPL assessor.

7 Centre staff responsibilities

- 7.1 All students wishing to claim credit for prior learning will be offered appropriate support, advice and guidance. The relevant tutor/assessor will be responsible for discussing with the student the evidence needed to support the claim for credit and explaining how, when and by whom the evidence will be assessed.
- 7.2 The Programme Leader will be responsible for ensuring all RPL procedures are followed and for liaising with the relevant tutor/assessor regarding procedures and progress.
- 7.3 The Programme Leader and/or the Academic and Quality Manager will be responsible for liaison with the relevant awarding body in respect of any questions about RPL and for ensuring that the student is enrolled and registered with appropriately.
- 7.4 The Principal will be responsible for ensuring that all IBCM staff are fully conversant with this policy and any demands it places on them
- 7.5 The Principal will be responsible for ensuring that all staff involved in RPL are competent to undertake their role in the procedures for assessment, verification and recognition of prior learning.
- 7.6 The Principal will be responsible for ensuring that staff development is made available to those staff not conversant with or competent to undertake the procedures for RPL.

8 Monitoring & Evaluation

- 8.1 Student feedback will be gathered to ascertain the levels of satisfaction with the advice and help received in preparing to claim RPL.
- 8.2 Staff feedback will be gathered to ascertain the quality of support provided by the College to enhance skills and competence to undertake the procedures for RPL.
- 8.3 External examiner/verifier comments on the rigour and consistency applied to RPL procedures across the College will be studied and actioned as appropriate.

9.0 Reference Points

The following policy and procedure documents support the information in this policy:

IBCM Equal Opportunities Policy
IBCM Admissions Policy

These policies and procedure can be found at [IBCM Policies & Procedures](#).

10.0 Version History

Version	4.1
Originator	Debby Dawson
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