SANJARI
INTERNATIONAL COLLEGE

Recognition of Prior Learning Policy

June, 2013

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1   Policy Statement

1.1   Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of credit] 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 not need to develop through a course of learning.

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

1.2   The Sanjari International College recognises the 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 (see 3.6)

2   Responsibilities

2.1   All staff have a responsibility to give full and active support for the policy by ensuring:The policy is known, understood and implemented.

3   Principles to Implement and Develop Policy

3.1   RPL is a valid method of enabling individuals to claim credit for units, irrespective of how their learning took place. There is no difference between the achievement of the learning outcomes and assessment criteria of a unit through prior learning or through a formal programme of study.

3.2   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.

3.3   RPL is a learner-centred, voluntary (for the learner) process. The individual should 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.

3.4   The process of assessment for RPL is subject to the same quality assurance and monitoring standards as any other form of assessment. The award of credit through RPL will not be distinguished from any other credits awarded.

3.5   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, based on a rationale consistent with the aims and regulations of the framework.

3.6   Where units are assessed against assessment criteria or grading criteria, then all evidence must be evaluated using the stipulated criteria. 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. The evidence must be authentic, current, relevant and sufficient.

3.7   The prior learning that would provide evidence of current knowledge, understanding and skills will vary from sector to sector. It will depend on the extent of the experience, technological changes and the nature of the outcome claimed. If the currency of any evidence is in doubt, the assessor may use questions to check understanding, and for competence.

3.8   The assessment and award of credit must take into account the relevant validating or awarding body regulations pertaining to RPL.

3.9   The rules, regulations and procedures governing the recognition of prior learning should be included in the student handbook given to every student when joining the programme/course.

3.10   A student should have the right to appeal when an application for credit is unsuccessful.

4   Student Entitlement

4.1   All students shall be entitled to apply for RPL providing they meet the specific requirements of the validating /awarding body governing the qualification for which they are studying.

4.2   A student who makes an initial enquiry about RPL should be given timely and appropriate guidance and support on the rules, regulations and processes involved in accreditation.

4.3   A student may appeal against the credit points awarded but only on the grounds of non-observance of agreed procedures and/or improper application of those procedures.

5   Student Responsibilities

5.1   The student must complete a credit claim form, and provide evidence to show that the requirements of the unit, module or part of a unit, or module have been covered;

5.2   The student must consult with the agreed subject specialist in the preparation of his/her evidence.

5.3   Students applying for credit must agree an action plan to enable him/her to obtain the award s/he is aiming for.

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

6   Teaching staff's responsibilities

6.1   To provide support and encouragement to all students wishing to claim credit for prior learning.

6.2   Following initial enquiries by any student the member of staff should place the student in contact with a subject specialist.

6.3   The subject specialist should develop, with the student, an action plan to address the learning outcomes of the programme.

6.4   The subject specialist should identify the evidence needed to support the claim for credit and explain how this evidence will be assessed and by whom.

6.5   Ensure that the student claiming credit is enrolled with the College for a specific award/qualification.

7   Management responsibilities

7.1   College management should ensure that:

7.1.1   All College staff are fully conversant with this policy and the demands it
        places on them

7.1.2   All appropriate staff are competent to undertake their roles and responsibilities in the procedures for verification and recognition of prior learning.

7.1.3   Staff development is made available to those staff not conversant with or competent to undertake the procedures for RPL.

8   Monitoring & Evaluation

8.1   Senior Management Team will monitor the operation of the policy to ensure it reflects current strategic aims, every 2 years.

8.2   The standards by which the success of the policy can be evaluated are:

8.2.1   Student feedback, including questionnaire responses, showing high levels of satisfaction with the advice and help received in preparing to claim RPL.

8.2.2   Staff feedback on the quality of support provided by the College to enhance skills and competence to undertake the procedures for RPL.

8.2.3. External examiner/verifier comments on the rigour and consistency applied to RPL procedures across the College.