HCT Learning

Quality Assurance Manual

2020

Recognition of Prior Learning (RPL)

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1   Recognition of Prior Learning (RPL)

HCT Learning will provide information regarding recognition of prior learning to learners before application for a programme. RPL will be considered for access to all programmes where appropriate and we may, if required, offer a learner a place on a programme based on their prior learning by making a list on competences needed to succeed in the programme. We will state where RPL is offered, the entry requirements to the programme. RPL is a tool that allows learners to gain formal certification for knowledge skills and competence that they already have achieved. This can be through the following ways:

- Formal learning which could include: school, colleges or adult education centre
- Informal learning which could include: work base training and informal learning which takes place through life and work experience
- Receive credits/exemptions from coursework/assignments completed prior

1.1.1   Benefits of RPL

The benefits to having RPL recognised for entry to a programme are:

- to gain access onto a programme without having the certificate requirements for entry
- to gain exceptions within a programme
- can attain an award which could be a major or minor award based on experience which they don't hold a formal qualification in

1.1.2   Consideration of RPL

In order to be considered for recognition of prior learning, learners may be required to demonstrate or prove their learning through interview and or by compiling a portfolio. HCT Learning has developed a specific application procedure where if the situation arises, we can consider RPL and where evident gain approval. HCT Learning will not engage in any RPL activity unless approval has been gained, and we will specify the named award to be offered on the bases or RPL. HCT

Learning do not engage in the delivery of major awards, therefore we don't foresee RPL arrangements needing to be required, however HCT Learning will generate a range of evidence if we ever wish to deliver any programmes through RPL.

1.1.3   Evidence generated for RPL

- List of competence required to access the programme
- Learners evidence which could include: CV, references, record of programmes attended or samples of work
- Recognition of Prior Learning Application form
- Programme information pack
- Credit exemption processed documentation
- Email correspondence
- Guidelines for assessing prior learning on file
- Learner record of completing the programme and assessment requirements

HCT Learning has the following principals to ensure that consideration for RPL is valid, reliable, authentic, current and sufficient.

- **Validity** ensures assessment measures what it claims to measure, the evidence match the competences, the skills, knowledge and expertise that are being demonstrated by the learner at the appropriate level
- **Reliability** refers to the accuracy with which an assessment is measured. A reliable assessment consistently gives the same results under similar conditions ensuring different assessors place a similar value on the evidence provided and make similar judgments when confronted with the same evidence
- **Authenticity** refers to the ownership of the evidence. Assessors need to be confident that the work submitted really is the result of the learners' own effort and expertise
- **Currency** refers to the date of the evidence. Assessors must be sure that the evidence submitted by the learner is recent enough to be considered a measure of the current levels of competence.
- **Sufficiency** is the amount of evidence to cover all the aspects of the required criteria There must be enough evidence to fully meet the requirements of the learning outcome, or learning outcomes being considered
- A **fair** assessment, in addition to being valid and reliable, provides equity of opportunity for learners in line with Equality legislation

- **Quality** is a key principle in ensuring the credibility and status of [Company name] accreditation

1.2   A108 RPL Application Form

Tel: 056 777 0761
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Recognition of Prior Learning Application Form

Personal Details	
Learner Name	
Date of Birth	
PPS Number	
Address	
Telephone	
Email Address	

RPL is a tool that allows learners to gain formal certification for knowledge skills and competence that they already have achieved. Which area are you seeking to access the Recognition of Prior Learning in, please tick

- ☐ Formal learning which could include: school, colleges or adult education centre. (Complete Section one)

- ☐ Informal learning which could include: work base training and informal learning which takes place through life and work experience (Complete Section Two)

Please give overview of what you are requesting