

# **SIGTA Limited Recognition of Prior Learning Policy**

## **1 Policy Statement**

- 1.1 Recognition of Prior Learning (RPL) is a method of assessment that considers whether candidates can demonstrate that they can meet the assessment requirements for a unit or qualification through knowledge, understanding and skills they already possess and so do not need to develop such knowledge, understanding or skill through a course of learning.
- 1.2 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 5.6).

## **2 Scope**

Where RPL is permitted for a qualification, and applicable to the candidate, SIGTA must complete an RPL mapping exercise to identify and evaluate whether the candidates prior evidence satisfies the current assessment criteria. A decision must then be made to determine if the evidence provided partly or fully maps against the qualification or unit being claimed.

## **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 for this policy by ensuring the policy is known, understood and implemented.

## **5 Principles to Implement and Develop this Policy**

- 5.1 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.
- 5.2 RPL processes, procedures, practices and decisions should be transparent, rigorous, reliable, fair and accessible to stakeholders to ensure users can be confident of the decisions and outcomes of RPL.
- 5.3 RPL is candidate-centred. The individual candidate 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. Entering into the RPL process is voluntary on the part of the candidate.



- 5.4 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.
- 5.5 Assessment methods for RPL must be of equal rigour to other assessment methods, be fit for purpose and relate to the evidence provided/obtained. Credit may be claimed for any unit/qualification through RPL unless the assessment requirements of the unit/qualification do not allow this.
- 5.6 When assessing units/qualifications 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 candidate meets the assessment standard established by the assessment outcome and its related assessment criteria. The evidence must be valid, authentic, current and sufficient (VACS).
- 5.7 Prior achievement that would provide evidence of **current** knowledge, understanding and skills will vary from sector to sector. It will depend on the extent of the candidate's experience, technological change and the nature of the outcome claimed. If the currency of any evidence is in doubt, the assessor must use additional assessment techniques to determine current understanding, knowledge and/or competence.
- 5.8 The recognition of prior learning must take into account the relevant awarding body regulations, policies and guidance pertaining to RPL for the unit/qualification being assessed.
- 5.9 The rules, regulations and procedures governing the recognition of prior learning should be made available to candidates when joining SIGTA programmes.

## **6 Candidate Entitlement**

- 6.1 All candidates will be entitled to apply for RPL providing they meet the specific requirements of the relevant awarding body governing the qualification for which they are applying.
- 6.2 A candidate who makes an initial enquiry about RPL should be given timely and appropriate guidance and support on the rules, regulations and processes involved.
- 6.3 A candidate has the right of appeal if they believe the assessment decision is unreasonable or the RPL process has not been correctly applied.

## **7 Candidate Responsibilities**

- 7.1 The candidate, with support from a SIGTA Assessor, must complete an RPL credit claim form, and provide evidence to show that the requirements of the unit or qualification have been covered.
- 7.2 The candidate must consult with the agreed SIGTA Assessor in the preparation of his/her evidence.



- 7.3 Candidates applying for credit through RPL must agree an action plan to enable them to obtain the award they are working towards.
- 7.4 Candidates must agree to undertake further assessment if the initial evidence is deemed to be unsatisfactory by the RPL assessor.

## **8 Training/ Assessment staff responsibilities**

- 8.1 To provide support and encouragement to all candidates wishing to claim credit for prior learning.
- 8.2 Following initial enquiries by any candidate the member of staff should place the candidate in contact with the subject assessor.
- 8.3 The subject assessor should develop, with the candidate, an action plan to address the assessment outcomes of the unit/qualification.
- 8.4 The subject assessor should identify the evidence needed to support the claim for credit and explain how this evidence will be assessed.
- 8.5 Ensure that the candidate claiming credit is enrolled with the Awarding Body for the specific unit/qualification and agreed fees have been paid to SIGTA Limited.
- 8.6 To notify SIGTA management of any candidate claiming credits by RPL or using units gained from one qualification towards the next level of achievement. Note: RPL alters the funding calculation for government funded learning programmes.

## **9 Management responsibilities**

- 9.1 SIGTA management should ensure that:
- 9.1.1 Staff are fully conversant with this policy and the demands it places on them.
- 9.1.2 All appropriate staff are competent to carry out their roles and responsibilities in the assessment, verification and recognition of prior learning.
- 9.1.3 Staff development is made available to relevant staff not conversant with or competent to undertake the procedures for RPL.

## **10 Monitoring & Evaluation**


- 10.1 Management will monitor the operation of this policy to ensure it reflects current requirements every year.



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

- Candidate feedback.
- External Verifier comments on the rigour and consistency applied to RPL procedures within SIGTA Limited.

Approved



Alison Foxwell - Chief Executive.

Last update: December 2019 V2

Reviewed – Oct 2023

Next Review Due – October 2024



## **SIGTA RPL CREDIT CLAIM FORM**

RPL CREDIT CLAIM FORM (**please complete all sections as fully as possible**) *If you are registered on a programme with SIGTA, you may be eligible for credit from previously acquired qualifications, vocational training and/or learning which is uncertified. If you wish to make a claim for Recognition of Prior Learning please complete this form.*

### **PERSONAL DETAILS**

**Name:** .....

**Employer:** (If Employer supported) .....

**Address:** (Employer or Home if not employer supported)

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**Post Code:** ..... **Telephone:** .....

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### **CREDIT CLAIMED** (*You should complete this section with support from your SIGTA Training Officer/ Assessor*)

#### **Qualification for which RPL is claimed**

**Title:** ..... **Qual. Ref:** .....

#### **Unit(s) for which credit is claimed:**

**Unit Code** ..... **Title** .....

**Unit Code** ..... **Title** .....

**Unit Code** ..... **Title** .....

**Unit Code** ..... **Title** .....

**Unit Code** ..... **Title** .....

### **EVIDENCE FOR CREDIT CLAIM** (*Attach on separate sheets*)

Provide details of your achievements, experience and previously acquired qualifications and certificates that you wish to use as the basis for your RPL claim. Refer to the details in the units provided to you for the qualification you are undertaking. You should attach photocopies of supporting evidence wherever possible.

On completion forward this form to your SIGTA Training Officer/ Assessor.

