Recognition of Prior Learning (RPL) Policy

Aim/General/Benefit

RPL is a process that recognises the existence of previously obtained Swim England Qualifications, knowledge, understanding or skills that can meet the assessment requirements for a specific unit without the need to undertake formal training.

Some of the benefits of offering RPL are:-

Reduction of the duplication of learning
Increased Learner engagement
Recognition of skills / knowledge gained without previous formal recognition
Enables gaps in skills and knowledge to be filled
Allows for more tailored and individualised learning programmes

Purpose

This policy sets out how and when RPL can be used as a method of assessment for Swim England qualifications.

Definition

The recognition of a Learner's previous achievements and / or experience is known as RPL.
RPL is a general term and is a process of recognising previous learning, experience or achievement so that a Learner does not have to repeat learning or assessment.
RPL is an assessment so must be of equal rigour as with any other assessment and as such is also subject to your internal quality assurance and our monitoring activities.

Types/Exemption/Excepted RPL

We can apply RPL to Swim England qualifications as an Approved Training Centre (ATC)
This is optional to us as an Approved Training Centre (ATC)
Applications for RPL must be carried out by staff who are competent to consider and make decisions about RPL.
RPL cannot be used for externally assessed or exams based qualifications
There is no difference between achievement of the required standards by RPL and achievement through a formal course / programme.
When developing a qualification we must identify Assessment Criteria that will have already been met either in part or in full via the achievement of Swim England qualifications.

Exemption applies to any formal achievement which is deemed to be of equivalent value but which does not necessarily share the exact Learning Outcomes and Assessment Criteria.

It is our responsibility to map this previous achievement against the assessment requirements of the qualification in order to determine its equivalence. Any queries about the relevance of any certificated evidence, should be referred in the first instance to our Internal Quality Assurer / Internal Verifier (IV).

It is important to note that a Learner's ability to claim exemption will be dependent upon the currency and existing levels of skill or knowledge. Where past certification only provides evidence that could be considered for part exemption of a qualification, Learners must be able to offer additional evidence of previous or recent learning or achievement or undertake the required assessments
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Non-certification

Any previous non-certificated learning or experience which may exempt a Learner from a further course of learning. Evidence must be presented and mapped against the Learning Outcomes and Assessment Criteria for the qualification. When making decisions using this evidence, you must be satisfied that the evidence produced will allow the Learner to meet the requirements of the qualification and the Assessment Tasks must still be completed. The Assessor may look at:-

• Work experience records, validated by managers
• Past portfolios of evidence or essays by the Learner
• Reports validated as being the Learner's own unaided work
• Expert witness testimonies
• Professional discussions
• Existing assessment tasks that have been used to fill any gaps in the Learner's work.

It is important to note that a Learner's ability to claim Non-certification RPL will be dependent upon the currency and a Learner's existing levels of skill or knowledge.

Preparation/Awareness

- Staff to deliver our RPL
- Before registering Learners, discuss with them the option of using RPL for their past learning or experience
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- The support and guidance that is available
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- Check that the evidence provided by the Learner for RPL has been achieved before the start of their course of study.

Pre-Assessment

Register the Learner as soon as they officially start to gather evidence to help the Learner in gathering evidence you could create an assessment plan or tracking document.
The evidence gathered needs to meet the standards that the evidence is being used for.

Assessing

Ensure that our Internal Verifier IV is aware that we have applied RPL for a Learner as they may include these in their sample.
A Learner's past achievement that would show evidence of current knowledge, understanding and skills varies. It depends on the range of their experience, changes in the subject area and the nature of the outcome claimed. The Assessor may ask questions or ask a Learner to show them skills, to check that their understanding and skills are current.
The assessment strategy and qualification specification for each qualification must be followed.
Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgements about a Learner's past learning and experience.
Evaluate all the evidence using the learning outcomes and assessment criteria from the qualification. In assessing using RPL the Assessor must be satisfied that the evidence from the Learner meets the standard for all of the learning outcomes and assessment criteria.
If gaps are found in the Learner's work then those gaps will need to be assessed in order to generate sufficient evidence. For these situations, extracts of existing assessment tasks could be considered. Documenting Evidence
Evidence collected through the RPL process needs to be assessed and verified through the same quality assurance procedures.
Once all checked a Learner's evidence and made an assessment decision, it is important that feedback is given to the Learner including the assessment decision and what options are available to the Learner if you have decided not to claim results.
We should check that the Learner understands how they can appeal if they do not agree with the assessment decision and if not met Swim England would ask the Approved Training Centre (ATC) to provide more evidence, or ask you to ensure that the Learner completes the standard assessment requirements if they want to achieve the qualification

Learner Results and Certificates

Once the Learner has completed their assessments, we will submit the results to Swim England
The awarding of the qualification and issuing of certificates are undertaken by Swim England

Complaints

Please refer to our complaints policy that we have in place. Our complaints policy can be found on our website www.bebroxbourne.co.uk

Responsibility

It is the responsibility of the candidate to provide evidence of competence acquired through previous learning. Any claim must be submitted against a whole unit or whole units, partial completion will not be accepted or credited.

To obtain RPL recognition the candidate must contact the Centre's Key (KC) who will liaise accordingly with the tutor to assess according to the methods outlined above and

Appeals

Any candidate wishing to appeal against the assessment must follow the process detailed in our 'Procedure for Appeal' policy.

The award of credits through RPL has no bearing on the fee charged for the relevant course which remains as published.

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