Recognised Prior Learning (RPL) Policy and Procedure

Recognition of Prior Learning (RPL) is defined as:

'A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning.' (Ofqual 08/3726)

Its aim is to reduce duplication and undue burden on candidates where they can demonstrate that they already possess the knowledge, understanding and skills through recent, robust, and demonstrable methods.

Where a candidate is thought to be suitable to access recognised prior learning (RPL), they should be aware that it is not a quick 'work around'. They are still required to meet all the requirements of the unit and/or qualification and they are required to demonstrate sufficient evidence of their prior learning.

RPL is used where the assessment of a qualification or unit is through the production of a portfolio of evidence.

Centre Responsibilities

C.S. Todd & Associates Ltd (CSTA) will ensure that all staff members and candidates are aware of the requirements for recognised prior learning (RPL) and the circumstances that it can be applied.

CSTA will ensure they collect evidence to support any applications made to FireQual for the application of recognised prior learning (RPL).

The Application of Recognised Prior Learning (RPL)

CSTA will ensure that candidates are aware of the options available to them, including the use of equivalencies where appropriate, as part of the induction process so that opportunities are considered from the outset and no unnecessary duplication takes place in the learning and/or assessment process.

This should include the principles of recognised prior learning (RPL), the processes involved, how the candidate will be supported by CSTA and details of any impact on training and assessment costs.

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BAFE FIRE SAFETY REGISTER REGISTERED ORGANISATION ID: 300154

Certificate Number 860
ISO 9001

Where it is thought that an application for recognised prior learning (RPL), or an equivalency, is appropriate for a candidate, evidence will be gathered. The nature of the evidence will depend on the subject matter and qualification.

Where a candidate wishes to use worked experience of their knowledge and/or skills rather than achievement of a previous unit and/or qualification, they will need to detail their evidence of the work experience and explain how this matches the requirements of the FireQual unit and/or qualification.
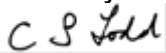
Prior to making an application to FireQual, CSTA will assess the evidence against the unit and/or qualification standard making sure they are satisfied, in their best opinion, that an application will be successful.

CSTA will make submissions to FireQual at the point of registration. An application will include, at a minimum, evidence forming the basis of the application, mapping of the evidence to the FireQual unit and/or qualification standards and a rationale for how the evidence matches the requirements.

Successful applications for the use of recognised prior learning (RPL) will be included within the final submissions made for certification as, although it has been approved, the evidence of RPL becomes a piece of evidence towards achievement and should be presented as such.

Currency of Evidence

Evidence that is older than twelve months in age will not normally be sufficient to apply for recognised prior learning (RPL).

Date: 31st July 2024

Signature: (if needed)   C S Todd

Name: Colin Todd
Position: Managing Director