

## Recognition of Prior Learning Policy

This policy outlines how we approach RPL with regard to the ILM qualifications we offer.

### Definition

Recognition of Prior Learning (RPL) is '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'.

The RPL process enables the learner to record their knowledge, understanding and skills acquired from their work experiences and training. Where appropriate this can be used to claim credit for their achievements. This process can give them either a part or full qualification irrespective of how their skills and knowledge were learnt.

There are two routes for RPL:

- 1 A portfolio of evidence is put together by the learner showing the prior learning undertaken. The learner would complete the ILM assessments in order to gain the qualification
- 2 The learner has evidence of their learning which also shows they have completed an assessment (non-ILM) which can be 100% mapped to the ILM assessment criteria. This piece of assessment like the ILM ones would have been assessed and internally quality assured by the centre

All evidence will be evaluated using the stipulated learning outcomes and assessment criteria from the qualification or unit being claimed. In assessing a unit using RPL, our 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.

Most often RPL will be used for units. It is acceptable to claim for an entire qualification through RPL although this is not the normal practice, because it would be unusual for a learner to be able to offer prior achievement that completely matches every aspect of a qualification's assessment.

### Our Process

- ☑ The learner will collect evidence against the requirements of the relevant unit(s). This may include copies of certificates obtained, copies of assignments and marks and dates and details of units completed. A CPD log should be used to document the evidence. The evidence gathered will need to meet the standards of the unit, or part of unit, that the evidence is being used for

- ☑ The assessor will review and assess all evidence, which will be subject to the usual quality assurance procedures, such as internal verification - specifically that the learning is current, valid and authentic
- ☑ If individuals can produce relevant evidence, that meets learning outcome requirements then, recognition can be given for their existing knowledge, understanding or skills
- ☑ If an individual can meet all the learning outcomes and assessment criteria in a unit, then they can claim credit for that unit solely on the basis of their RPL achievement
- ☑ If however, evidence from RPL is only sufficient to cover one or more learning outcomes, or to partly meet the need of a learning outcome then additional work must be undertaken by the learner. All assessment criteria must be met in order for an assessment decision to be reached

### **Communicating the Policy**

We ensure that all learners and specifically those enrolling on an ILM programme with us have access to a copy of this policy (usually as part of their induction) We also ensure that all our associate trainers and support staff have a copy of this policy when they first join our team.

### **Reviewing the Policy**

This policy will be monitored and reviewed annually.