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RPL Value Your Experience

What is RPL?
Recognition of Prior Learning (RPL) is a process which recognises that learning is continuous - at work and at leisure, as well as in a classroom.

RPL is an assessment process which enables recognition of achievement from a range of activities using valid assessment methodology.

Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting credits or credits towards a qualification. Evidence that is submitted for RPL must be:
- Valid
- Reliable
- Relevant
- Authentic
- Sufficient

Who is it for?
The use of RPL is of particular value to learners without formal qualifications, who are in employment, preparing to enter or returning to employment/education. It enables individuals credits/s towards qualification on the evidence of their past achievements.

What can be accredited?
Your past learning and practical achievements can be credited as long as you can prove sufficient evidence to show that you meet the standards of the qualification you would be aiming for.

What counts for the qualification?
Evidence that shows you have reliably demonstrated the skills and/or knowledge to the required standard. For example you may have photographs of a buffet you have prepared for an event. Or if you cannot provide evidence it may be possible to arrange for you to give a small demonstration either in college or your workplace.

What do I do next?
You will need to come into college to meet with a subject specialist tutor. This will be an individual interview (probably up to one hour) to discuss your particular requirements and how you can go forward to be credited towards your qualification. At the initial interview, screening and pre-entry advice and guidance will be given to support you. The tutor will explore your strengths and decide what you are going to do and then start to prepare you for the assessment of your learning to date. The majority of the work for this will be done by you at home. It may be that you require one or two further interviews before you finally agree what you intend to do for your portfolio.

What is a portfolio?
A portfolio is used to describe the presentation or file in which you will present all of the details and evidence necessary for your learning to be assessed.

Why do I need a portfolio?
You need a portfolio to assist you in organising your learning into a form that will help experts assess your level or skill.

Who will assess my learning?
Your evidence will be assessed by a subject specialist. You will discuss your evidence with this specialist, so be aware before you present that you will be asked in-depth questions relating to your knowledge and understanding of the area you require to be RPL'd for. You will often be asked probing questions to prove that you actually produced the work yourself.

Where evidence is needed in relation to a practical skill you can expect to undergo a testing of some kind either in college or your workplace. Some areas of knowledge may require a written test to provide proof of your knowledge.

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How will RPL be assessed?

The portfolio of evidence, which could include witness testimonies, oral questioning, reports, assignments or a presentation, will be assessed. This will be carried out by matching the evidence to the relevant assessment outcomes of the qualification/unit. The evidence has to be valid, reliable, authentic and still relevant to current practice.

If on any account the tutor is not satisfied with the evidence submitted it will be necessary to seek additional evidence. Where you are unable to produce evidence of prior learning (for e.g. if an employer fails to respond to a request for a witness testimony), it will be necessary to take an assessment appropriate to the outcome being claimed.

How are qualification level and credits/units identified?

The qualification level and credits/units will be identified through cross mapping the learning against the assessment requirements of a qualification or credit/unit. It will also allow continuous self-assessment and enable you and the subject specialist to focus on what is required and what has been achieved.

When can I start?

You can start the process at any time.

What support can I get?

Your specialist tutor will guide you through the process, helping you to understand the language of RPL and how to collate evidence and build your portfolio.

What are the benefits of RPL?

You will have the opportunity to gain entry to a Further/ Higher Education course: you could even gain entry to year 2 or 3 of a course instead of starting from the beginning. You could gain exemption from specific units/modules while recognising the value of your work experience. It may also reduce the amount of time spent working towards a Further Education qualification.

Who do I contact?

In the first instance please contact
Jill Holland
Quality Verification Manager
Tel: 01246 500529
or email: hollandj@chesterfield.ac.uk

You will then be directed to the relevant Curriculum Manager for your chosen course of study.

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RPL Roles and Responsibilities

An Applicant

- Makes the initial enquiry
- Completes the RPL Application and Approval Form and submits it to the relevant Curriculum Manager (CM),together with any supporting documentation

Curriculum Manager

- Is eligible to deal with all initial enquires from applicants
- Is responsible for giving detailed advice to applicants for RPL, or to nominate a representative to do so
- Assesses RPL claims in conjunction with a subject specialist not previously involved with application
- Verifies that the decision has been recorded appropriately,
- referring the claim back in the first instance to the subject specialist in the case of discrepancies
- Advises the applicant in writing of the decision
- Records the decision of the RPL process and ensures that all documentation, claim form and letter to applicant are filed
- Is responsible for monitoring RPL activity routinely and discussing any programme specific issues at relevant standardisation meetings
- Ensures the External Examiner has access to the records of RPL activity and a representative sample RPL evidentiary material is available.

Subject Specialist

- Is eligible to deal with all initial enquires from applicants
- Can give detailed advice to applicants for RPL, though in more complex cases this will more likely to be the Curriculum Manager
- Assesses claims in conjunction with the Curriculum Manager
- Writes a reflective and analytical account of the applicants learning
- Completes the RPL documentation and submits it to the Curriculum Manager, together with supporting documentation

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RPL Application and Approval Form

Applicants must complete relevant sections in full

Name (in full): ……..………..

Learner Enrolment Number: …………………………………………………………………………………………..............…

Address: ………

……………………………..………………………………………………………………………………….Post Code: ……………………

Email Address: ……

Tel No (Home): …….

Tel No (Work): ……….………

Mobile: ……….…………

Current Job (where applicable): ……………………………………………………………………………………......…..………

…….…………

……….………

Qualifications: …….……..

………..………

……….………

Previous Experience: ………..……

………

…….………

Why are you applying for RPL: ………………………………………………………………………………………......………………

………

…….…………

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RPL Application and Approval Form

Applicants must complete relevant sections in full

Current Course / Programme Title (in full): …………………………………………………………………….

Intended Programme of Study: ………………………………………………………………………………….

Name of Curriculum Manager: ………………………………………………………………………………….

Number of Credits/Units applied for ………………………………………………………………………….

Level of Credits/Units applied for ……………………………………………………………………………..

Unit Title ………

Outcome - tick as appropriate:

Proceed to next stage of the RPL process

Enrol for full programme

Arrange for further advice and guidance

OFFICE USE ONLY

Award Code:

Module Code:

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RPL Planning Sheet

Review of previous planning:

Evidence to be collected:

To match learning outcomes:

- Date of next meeting:..
- Learner:...
- RPL Advisor:..
- Date:...

DRAFT

RPL Professional Discussion

DRAFT

- Learner:..
- RPL Advisor:...
- Date:...

RPL Recommendaions

Name of Learner: ....

Registration Number (awarding body): ....

Person Code: ....

List Documents Checked (Use an attached sheet if necessary):

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Learning Outcomes / Modules RPL offered against:

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Number of Credits/Units: ....

Level of Credits/Units:...

Programme Title: ....

Unit Title: ....

RPL Recommendaions

Name of Learner: ....

Registration Number (awarding body): ....Person Code: ....

Unit Code: ....

Outcome of Review

Supported / Not Supported (* Delete as applicable) Provide rationale for decision:

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For RPL only: Are there any negotiated forms of assessment that need to be completed:
*Yes/No (*Delete as applicable)

If Yes, complete the following:

NATURE OF ASSESSMENT (s):

SUBMISSION DATE:

Overall grade/mark awarded

Curriculum Manager - Endorse the outcome of the review		
Curriculum Manager		
Name	Signature	Date
RPL Advisor		
Name	Signature	Date
Internal Quality Assurer		
Name	Signature	Date
External Quality Assurer		
Name	Signature	Date
(If Sampled)		

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Recognition of Prior Learning

Mapping Achievement
RPL Learner Mapping Form

Learner Name……………………………………………………………   Centre Name……………………………….…….

Learner Address………………………………………………..……….   Centre Address…………………………………..

……………………………………………………………………...……………………………………………………………………

Leamer's Registration Number……………………………………...…   Centre Number…………………………….…….

Tasks I regularly carry out in the workplace (Link to criteria/assessment requirements)	I can provide evidence to prove my ability at these tasks	
	Yes	No

Please complete the following at the end of the mapping session

RPL Learner:
Name   Signature   Date

Subject Specialist:
Name   Signature   Date

Recognition of Prior Learning

Witness Testimony
RPL witness testimny

Learner Name: …………………………………………………….......…………   Date: ……………………………...........……

Signature: ……………………………………………………..…….....................……

Qualification title:………...........……

Unit title:……...........………..

Achievement(s) to be recognised by RPL 1	Achievement(s) mapped to the assessment requirement(s) of the units being claimed by RPL 1

Details of testimony 2

I can confirm the learner's evidence is authentic and accurate
Witness name and signature: ……………………………………………………………………………………….…………..

Designation/relationship to learner: ……………………………………………………………………………….…………..

Familiar with the qualification standards to which the learner is working   Y   N

Date:…………………………………………

Assessor name and signature:……………………………………….……………. Date: …………………………..……….

1 To be completed by the learner
2 Specific comments from the witness on the learners prior learning that demonstrates achievement of the assessment requirement(s) of the unit