



# **Recognition of Prior Learning (RPL) Policy**



# Recognition of Prior Learning Policy

## The scope of this policy

This policy gives guidance to centres where they would like to use a learner's/delegate's previous learning towards the learning and/or assessment of the Leadership Skills Foundation qualification they are registered for. This is known formally as recognition of prior learning (RPL).

RPL aims to provide accurate recognition and evidencing of knowledge, understanding and skills that have previously been achieved and/or certificated. The policy will support those who are directly involved with planning and delivery of learning and assessment.

### **What is RPL?**

RPL is a recognition of a learner's/delegate's prior achievements to demonstrate that they can meet part or all of the assessment requirements for the knowledge, skills and behaviours of a given qualification.

By using RPL centres can prevent a learner/delegate having to unnecessarily repeat a course of learning and assessment that they have already demonstrated or achieved elsewhere.

Provided that the assessment requirements of a qualification have been met, the use of RPL can be used to support the assessment decisions made by the tutor.

## The RPL process

### **When to use RPL**

RPL can be used if a learner/delegate:

- has acquired knowledge, skills and/or behaviours but has never received formal recognition. This could be through work-related, voluntary or home activities;
- holds, or is working towards, a qualification that the Leadership Skills Foundation recognise as having shared learning and/or assessment requirements.

### **Applying RPL for a learner/delegate**

In either of the scenarios mentioned above, the four steps listed below must be followed to ensure RPL is applied correctly so that:

- The learner can be exempt from repeating the learning element of the course.
- Evidence generated from the acquired knowledge, skills and/or behaviours or the relevant qualification must be assessed by the tutor to make sure that it is valid, authentic, reliable, sufficient and current to meet the assessment requirements of the Leadership Skills Foundation qualification.

### **Step 1 Awareness of RPL**

A tutor or learner/delegate must be able to identify if there is the possibility of using RPL for any aspect of their Leadership Skills Foundation qualification.

It is the tutor's responsibility to ensure that the assessment criteria from another qualification meets the minimum action of the assessment/performance criteria of the Leadership Skills Foundation qualification the learner/delegate is registered for.

### **Step 2 Giving information and gathering evidence**

If a learner/delegate wishes to use evidence from another qualification, the evidence must be clearly signposted within their qualification evidence (e.g. their learner/delegate evidence record). This could be included as a copy or through providing a secure link to the evidence.

If the learner/delegate cannot produce evidence to support their RPL claim they will need to complete all assessment tasks for their Leadership Skills Foundation qualification.

### **Step 3 Assessment of evidence**

It is the tutor's responsibility to assess the RPL evidence to ensure it meets the qualification's assessment requirements fully. To ensure the integrity and validity of the qualification is maintained, RPL evidence and assessment must be valid and reliable.

The tutor must ensure that the RPL evidence used for assessment is valid, authentic, reliable, sufficient and current.

### **Step 4 Awarding certificates**

RPL evidence collated and assessed by a centre will be subject to the quality assurance review performed by Leadership Skills Foundation. Once reviewed, and when a satisfactory quality assurance review outcome has been achieved by the centre, course certificates will be awarded.

All course evidence, including any RPL evidence, should be retained for a three year period following certification.

## Policy review arrangements

The Leadership Skills Foundation will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to centre, learner/delegate and third party feedback or requests from, or good practice guidance issued by the regulatory authorities

## Contact us

If you would like to feedback any views, please contact the Leadership Skills Foundation via [policies@leadershipskillsfoundation.org](mailto:policies@leadershipskillsfoundation.org) or in writing to the Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.



**■ Leadership**  
**■ Skills**  
**■ Foundation**  
Believe. Lead. Succeed.