



Prince's Trust

QUALIFICATIONS

Recognition of Prior Learning and Exemption	
Reviewed by	Qualifications Quality Assurance Group
Last Review Date	02.06.20

Introduction

The Prince's Trust is recognised as an awarding organisation by Ofqual, Qualifications Wales, CCEA Regulation and SQA Accreditation. This policy is for centre staff who are planning to use Recognition of Prior Learning (RPL) as evidence towards the achievement of a Prince's Trust qualification.

Purpose

The policy provides guidance to support and clarify the processes regarding RPL and applies to all centres approved to offer our qualifications.

Scope

This policy covers the following:

- ➔ All qualifications offered by Prince's Trust Qualifications.
- ➔ The use of **recognition of prior learning is optional**. But, if you choose to apply it, centres need to have an internal policy on RPL and the proper resources to do so.

Definition of Recognition of Prior Learning

Recognition of Prior Learning is the identification, assessment and formal acknowledgement of whether a learner can demonstrate that they can meet some or all the assessment requirements for a unit through knowledge, understanding or skills they already possess. The learner needs to demonstrate that through knowledge, understanding or skills they already have, they do not need to repeat the learning.

This is done by an assessor reviewing whether the evidence is enough to demonstrate that a learner has met the assessment requirements for some current assessment criteria and/or unit. If there is evidence that the learner has previously shown the knowledge, skills or understanding required by an assessment criterion and/or unit, this may be used towards achieving that unit.

The evidence must be:

- valid;
- current
- reliable
- authentic and
- sufficient

Can learners use a previously achieved certificate towards a qualification?

A centre will need to map and check that a learner's previous achievement meets the current assessment criteria. It is important that centres keep a record of the mapping so that PTQ can confirm that it is valid. No extra assessment is needed if a learner's previously achieved certificate or qualification meets the requirements of a whole unit.

When should RPL be claimed

If a learner can provide evidence that meets all criteria in a unit, then the unit can be claimed solely by using RPL evidence. If only some criteria can be evidenced, then further evidence will need to be produced to cover the other criteria.

Evidence used for RPL is not time-limited but assessors must determine whether it is valid and authentic. RPL may be used in conjunction with other assessment methods such as professional discussion or observation to assess current competence.

Process for applying for RPL

Centres should apply in writing to Prince's Trust Qualifications (qualifications@princes-trust.org.uk), giving their centre name, the name/s of the learner/s and their Unique Learner Number/s (ULN), the assessment criteria and/or unit of assessment that is being claimed through RPL.

Prince's Trust Qualifications will consider this application. If accepted, the centre will be required to evidence the prior learning by entering the learner for the unit and provide evidence of the assessment criteria, including evidence obtained from prior learning. The types of evidence that are acceptable include CVs, testimonies, evidence of competence from the world of work and letters from employers. If evidence is sufficient, the unit will be awarded in the usual way. Any request will be processed in accordance with the published Assessment Window timescales.

If a learner wants to appeal against a decision made about their assessment they first need to follow their centre's policy and procedures and then PTQ's Enquiries and Appeals Policy.

If you have any queries on this policy, please contact qualifications@princes-trust.org.uk

Regulatory references

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria.

This policy addresses the following regulatory criteria and conditions:

Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition	
Recognition of Prior Learning Results for a qualification must be based on sufficient evidence	Condition E10 Condition H5
Guidance to the General Conditions of Recognition	
Recognition of prior learning	Guidance on Condition E10
SQA Accreditation Regulatory Principles	
The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery, assessment and quality assurance of SQA accredited qualifications	Principle 10

This policy will be reviewed in June 2021