



RECOGNITION OF PRIOR LEARNING POLICY 2025



Approved by: Mica Coleman Jones

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Signed by Chair of
Trustees



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FOREWORD

Lilya's Clarendon School and Lilya's Goldsmith School are both sites for Alternative Provision. Whilst neither site holds school status, they are often referred to as schools for the benefit of students.

1. AIMS AND PURPOSE

This policy sets out how and when recognition of prior learning (RPL) can be used as a method of assessment for vocational qualifications. It includes guidance on how the RPL process can be managed. RPL supports learners to achieve qualifications without needing to duplicate learning and assessment where the learner can provide evidence that they have already achieved the necessary knowledge, understanding and/or skills. RPL encompasses learning that is either supported by formal certificated achievement or informal, non-certificate learning or experience.

Ofqual defines RPL as the

- 1) Identification by an awarding organisation of any learning undertaken, and/or attainment, by a learner
 - a) prior to that learner taking a qualification with the awarding organisation makes available or proposes to make available, and
 - b) which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and
- 2) Recognition by an awarding organisation of that learning and/or attainment through amendment to the requirements which a learner must have satisfied before the learner will be assessed or that qualification will be awarded.

This policy aims to ensure consistency with the requirements of the relevant regulatory authorities and will be updated when the requirements of the regulatory authority are amended.

This policy should be read by all assessors, internal quality assurers, senior leaders, and students.

Evidence obtained through RPL must meet the same rigorous quality criteria which other assessment methods must conform.

Assessors are responsible for mapping any evidence to decide whether it is:

- **Valid and current:** Evidence must clearly demonstrate that the demands of the learning outcome have been met. Evidence must be up to date, and from within the last three years.
- **Reliable:** Evidence should be presented in a manner that allows another assessor to arrive at the same assessment decision, were the assessment to be repeated.
- **Authentic:** Evidence should clearly identify the achievement of the individual student. Evidence that may be the result of the work of a team, would only be appropriate where teamwork is being assessed; and
- **Sufficient:** Evidence must fully meet the requirements of the learning outcome(s) being considered.

2. RESPONSIBILITIES

STUDENTS

Students must:

- Take responsibility for making the decision about whether to apply for RPL based on appropriate support from the assessors. The student must be able to supply the relevant evidence to support their RPL claim.

ASSESSORS

Assessors must:

- Make students aware of the opportunity to use RPL as part of the initial information, advice and guidance they receive.
- Ensure that students who decide to use RPL are fully informed of the process and have suitable support to make a viable claim and make decisions about evidence collection and presentation for assessment.
- Support the learner in:
 - Collecting evidence for assessment
 - Developing an assessment plan
 - Presenting their evidence for assessment
- (After the assessment) Give students feedback, discuss the results and give support and guidance on the options available to the student, which may include, for example, further learning and development.
- Ensure students are aware of their right to access the appeals process should they feel the assessment decision was unfair.

HEAD OF PROVISION

The Head of Provision must:

- Take responsibility for any RPL applications for the students.
- Make requests for RPL at the point of learner registration and follow relevant procedures.
- Take responsibility for the safe keeping of assessments and internal verification records, along with any extra RPL records for three years.
- Ensure that designated staff have relevant levels of expertise to meet the requirements of the assessment strategy/guidance for the qualification concerned.

- Ensure that RPL is subject to internal quality assurance.

3. MONITORING AND REVIEW

The Head of Provision will review this policy at least annually and revise it as and when necessary, in response to advice from the regulatory authorities or changes in legislation.

4. RELATED DOCUMENTS

This policy should also be read in conjunction with the following policies:

- Diversity, Equity, and Information Policy
- Quality Assurance Policy
- Staff Code of Conduct
- Exam Arrangements Policy
- Information, Advice and Guidance Policy