

EDUCATION FOR INDUSTRY AWARDS

Recognition of Prior Learning Policy

Version 1.1

Date	Changes made
Jun 25	Document created
Jun 26	Updated to reflect EFI Awards intentions to develop, deliver and award other types of vocational qualifications in addition to apprenticeship assessments.

Recognition of Prior Learning Policy

Recognition of Prior Learning (RPL) is defined by Ofqual as:

The –

1. (a) identification by an awarding organisation of any learning undertaken, and/or attainment, by a Learner –
 1. (i) prior to that Learner taking a qualification which the awarding organisation makes available or proposes to make available, and
 2. (ii) which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and
2. (b) 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.

RPL allows learners to use evidence of prior learning and achievement towards part of a qualification. This means they don't need to repeat learning or complete extra assessments if they can show they have already met the requirements.

An assessor will review whether the evidence demonstrates the necessary knowledge, understanding or skills for the qualification. To be accepted, the evidence must be:

- valid
- current
- reliable
- authentic and
- sufficient.

RPL is usually applied to part of a qualification – not the whole qualification. If a learner needs an exemption for an entire qualification (for example, as an entry requirement for further study, employment, or registration), please refer to the organisation that set the requirement. If EFI Awards specifies exemptions for a qualification, these will be listed in the relevant Qualification Specification.

Purpose

This policy outlines the requirements and procedures for applying for Recognition of Prior Learning (RPL) for Education for Industry Awards (EFI Awards) qualifications and apprenticeship assessments.

It explains how and when RPL can be used as an assessment method and provides practical guidance on managing the process effectively. Our aim is to help you apply RPL confidently and ensure learners get the recognition they deserve. If you have any questions or need further support, please contact us via email – info@efiawards.co.uk



This policy ensures EFI Awards is compliant with the below Ofqual regulatory conditions:

E10 – Recognition of Prior Learning

Scope

EFI Awards may recognise prior learning and assessment towards a qualification that a learner is registered on.

An example for apprenticeship assessment

If an apprentice has changed employer to one who uses EFI Awards for assessment, or where an Apprenticeship Assessment Organisation (EPAO) has ceased to offer the standard leading to an apprentice needing to transfer to one of EFI Awards' standards. Where this is requested, EFI Awards will review whether achievement of components on the original assessment is transferable to components of a relevant assessment offered by EFI Awards. In doing so, EFI Awards will follow any requirements set by the regulator and Skills England in this respect. This review may include sampling of assessment evidence, and assessment and quality assurance records.

Where satisfied that the content in question is transferable, EFI Awards will accept the application in respect of that content and achievement towards the components of an EPA offered by EFI Awards. The remaining components of the assessment will need to be registered for and completed via assessment with EFI Awards.

This policy does not cover:

- Evidence of relevant English and/ or maths achievement (where required), as this is part of Gateway requirements.
- Evidence of RPL linked to prior work experience mapped to the assessment plan.

An example for vocational qualifications

If a learner has completed a qualification at the same level that they are registered on with EFI Awards, that has one or more units that are equivalent in content, this could be considered as RPL.

In this case, the centre should support the learner to map the evidence between both units before deciding on whether to follow the below process and applying for RPL.

RPL Procedure

Stage 1: Awareness and support

Before enrolling the learner, discuss with them the option of claiming RPL for some of their past learning and assessment experience. If the learner is interested in this, you should explain to them:

- The process of claiming applying for RPL.
- The support and guidance that is available.
- How long the process will take, how to appeal and any costs included.

You should check that the evidence provided by the learner for RPL has been achieved before the start of their course of study.



Stage 2: Evidence gathering

Register your learner as soon as they officially start to gather evidence. To help the learner in gathering evidence you could create an assessment plan or tracking document. The evidence gathered needs to meet the standards of the assessment/s already achieved. Evidence could include:

- Assessment recording/ portfolio/ presentations, etc.
- Assessor report with assessment outcome
- Quality assurance records
- Unit/ qualification certificates
- Mapping documents showing how any units/ qualifications achieved map to the unit within their EFI Awards qualification.

Stage 3: Application submission

All RPL applications should be submitted to info@efiawards.co.uk. The application must include:

- Apprentice/ learner name
- Apprenticeship/ qualification completing
- Training provider/ centre and employer name (if applicable)
- Assessment/s or unit/s RPL is being claimed for
- Evidence to support the application

Stage 4: Application Review

EFI Awards will review all RPL applications and provide a response within 14 working days. The three possible outcomes are:

- Request more evidence
- Reject the application
- Accept the application

Any rejected applications can be appealed by following EFI Awards' Complaints, Enquiries and Appeals Procedure.

Policy Review

This policy will be reviewed as required or annually, to ensure ongoing suitability.