

## Recognition of Prior Learning (RPL) policy

RPL is a formal recognition process that confirms another training and/or qualification meets the requirements of part or all of a qualification. This will be stated in a qualification specification and potential learners will be required to submit evidence of achievement of the recognised training or qualification to be granted RPL.

If a qualification specification allows equivalence of another training and/or qualification the following process must be followed:

- A centre will make an RPL request on behalf of a learner to the Head of Quality at Crossfields Institute. The request should be sent by email to [qualityassurance@crossfieldsinstitute.com](mailto:qualityassurance@crossfieldsinstitute.com). The Head of Quality (or deputy if absent) will then review the request to ensure it meets any stated equivalences within the qualification specification. The outcome of the review will be sent to the centre with a clear rationale for the decision. The decision will be given to the centre within 10 working days of receiving the request.
- Requests for RPL should be made as soon as possible once the learner is registered on a qualification. They should not be left until delivery and assessment activities have come to an end, as this could seriously disadvantage the learner if the request is rejected.
- All learners working towards Crossfields Institute qualifications must be registered for their qualification with Crossfields Institute. (Learners registered on CACHE qualifications must be registered with CACHE (which is done by Crossfields Institute as the centre)). Requests for registering RPL learners can be made at any time. The learner will be registered for the qualification in the usual way. Crossfields Institute does not accept simultaneous applications for a learner to be registered and to receive certification.

RPL is also a process that enables learners to submit evidence of skills, knowledge and understanding that they already possess and which meet the standards (learning outcomes) for a specified qualification.

The assessment process for the latter approach to RPL enables confirmation of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL evidence is acceptable for accrediting all or part of a qualification unless this is disallowed in the qualification specification.

Guidance for this RPL process is contained within the Crossfields Institute Assessor's Toolkit, and is made available to all approved Crossfields Institute centres.

**Policy last reviewed: September 2018**

**Next revision date: September 2019**

**Reviewed by: Head of Quality, Alison Richards**