



River Bourne Community Farm

## RECOGNITION OF PRIOR LEARNING (RPL) POLICY

December 2014

# Recognition of Prior Learning (RPL) Policy

## 1. Policy Statement

River Bourne Community Farm recognises that learners may begin a programme of learning with some previous experience. The RPL policy ensures that, where applicable, learners do not need to repeat or duplicate topics. This will allow the learner's individual learning plan to be focused on areas of development.

## 2. Definition

Recognition of Prior Learning assesses evidence of a learner's previous non - certificated achievements which demonstrate competence within a unit or qualification.

Through the RPL process, evidence of a candidate's previous achievement (learning) is assessed against the learning outcomes of a unit.

## 3. Principles

The process of RPL needs to include the following:

- An application form that the learner completes. This will identify the evidence they wish to be assessed to claim RPL against a unit
- The course tutor must review the evidence submitted and complete a professional discussion to confirm competency
- The course tutor confirms where competency has been achieved

## 4. Scope and Limitations

RPL can be used against any accredited qualification including qualifications within the Qualification and Credit Framework (QCF).

## 5. Responsibilities

The Quality Nominee is primarily responsible for the design and implementation of the RPL policy and associated processes.

All staff members are responsible for ensuring that they understand and follow the RPL policy and processes that are laid out.

The course tutor is responsible for making sure learners are made aware of what RPL is and how they can apply to use RPL within their programme of learning.

The Quality Nominee is responsible for the final implementation of the policy.

## 6. Implementation arrangements

The initial policy will be agreed and appropriate training and guidance will be provided.

The process of assessment using RPL will be embedded within the delivery of the assessor qualifications and will therefore form part of the induction programme.

## 7. Monitoring and Review

An annual timetable to review the policy and subsequent documents will be published each year.

The Quality Nominee will oversee the effectiveness of the implementation of this policy and related documents.