

Recognition of Prior Learning (RPL) Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



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RECOGNITION OF PRIOR LEARNING (RPL) POLICY

1. POLICY STATEMENT

Hatfield Wick Education (HWE) values the prior learning, skills, and experiences of all learners. This Recognition of Prior Learning (RPL) Policy ensures that learners' previous achievements are acknowledged and credited where appropriate, enabling them to progress efficiently through their chosen courses. The policy complies with NCFE standards, safeguarding practices under **KCSIE**, and the principles of inclusivity as outlined in the **Equality Act 2010** and **SEND Code of Practice**.

RPL decisions will be made in accordance with awarding organisation requirements and must not compromise the integrity, validity, or standards of the qualification.

2. POLICY AIMS

This policy aims to:

- 2.1 Recognise prior learning that aligns with course requirements and learning outcomes.
- 2.2 Provide fair, transparent, and valid assessments for RPL applications.
- 2.3 Facilitate flexible entry routes for learners based on their existing skills and knowledge.
- 2.4 Ensure compliance with awarding body regulations, including NCFE standards.
- 2.5 Promote inclusivity by supporting diverse learner backgrounds and needs.

3. SCOPE

This policy applies to all learners applying for RPL for formal, informal, or experiential learning relevant to HWE-accredited qualifications.

4. ELIGIBILITY

Learners may apply for RPL if they:

- 4.1 Have completed formal, informal, or experiential learning.
- 4.2 Can provide evidence demonstrating that their prior learning aligns with the intended learning outcomes of the course.

5. PROCEDURE

Application Process

- Learners submit an RPL application form detailing their prior learning.
- Initial guidance is provided by the RPL Coordinator to explain evidence requirements and assessment criteria.

Evidence Submission

- Learners must submit evidence that is:
- **Valid:** Relevant to the course learning outcomes.
 - **Authentic:** Original and verifiable.
 - **Reliable:** Consistent with assessment standards.
 - **Current:** Reflective of recent learning or experience.
- Examples of evidence include:
 - Academic transcripts or certificates.
 - Portfolios, work samples, or project reports.
 - References or testimonials from employers.
 - Records of training or CPD.

Assessment Process

- RPL assessments are conducted by qualified and experienced assessors.
- Assessors evaluate evidence against course learning outcomes to ensure compliance with NCFE and institutional standards.
- Assessors involved in RPL decisions must not assess their own prior learning or that of close relatives or associates, and any conflicts of interest must be declared in line with the Conflicts of Interest Policy

Credit Transfer

- Upon successful assessment, learners are awarded credits toward their chosen qualification.
- Credit transfer reduces the duration and cost of the course where applicable.
- Credit transfer and exemption decisions will be recorded and retained in line with awarding organisation and internal quality assurance requirements.

6. APPEALS PROCESS

If a learner is dissatisfied with the outcome of their RPL assessment, they may appeal by:

- 6.1 Submitting a written appeal to the RPL Coordinator within 10 working days of the decision.
- 6.2 The appeal will be reviewed by a panel, and the learner will receive a response within 10 working days.

6.3 Appeals will be managed in line with the HWE Appeals Policy.

7. SAFEGUARDING AND SEND CONSIDERATIONS

Safeguarding Compliance

- The Designated Safeguarding Lead (DSL) ensures that RPL processes safeguard vulnerable learners in line with **KCSIE**.
- Sensitive data submitted for RPL is handled securely to protect learner confidentiality and in accordance with data protection legislation.

SEND Adjustments

- Reasonable adjustments are made to the RPL process for learners with SEND, ensuring equal access to assessment opportunities.
- Examples include providing alternative evidence formats, extended deadlines, or support during evidence submission.
- Adjustments will not compromise qualification standards and will be applied in accordance with awarding organisation guidance.

8. MONITORING AND QUALITY ASSURANCE

- 8.1 **Policy Review:** This policy is reviewed annually to ensure it reflects legislative updates, awarding body changes, and institutional priorities.
- 8.2 **Audits:** Regular audits of RPL applications ensure compliance with NCFE standards and internal policies.
- 8.3 **Feedback:** Learner and assessor feedback informs improvements to the RPL process.

RPL activity will be subject to internal verification and external quality assurance where required by the awarding organisation.

9. COMMUNICATION AND TRAINING

Staff Training

- All staff involved in RPL assessments receive training on NCFE standards, safeguarding, and inclusive practices.

Learner Guidance

- Information on the RPL process is provided during induction, in learner handbooks, and via the HWE website.

10. CONCLUSION

The RPL Policy at Hatfield Wick Education ensures that prior learning is recognised in a way that supports equitable, efficient, and quality-driven progression for all learners. By valuing the



diverse backgrounds and achievements of our learners, we enable them to build on their existing knowledge and skills to achieve their educational and career aspirations.