

RECOGNITION of PRIOR LEARNING POLICY

Scope of the Policy

This policy is provided for Fenton Traffic Management Training customers, including learners and staff members who are using or delivering the courses and qualifications that Fenton Traffic Management Ltd offer.

Not all qualifications permit Recognition of Prior Learning (RPL). Where the use of Recognition of Prior Learning is permitted, this will be stated within the published Qualification Specification.

Location of the policy

This policy is available for all staff members, third parties and learners to access.

Communication of the policy

It is important that staff involved in the management, assessment and quality assurance of our qualifications and learners undertaking qualification with us are fully aware of the contents of the policy.

Review of the policy

Fenton Traffic Management Ltd will review the policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by LANTRA or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

Fenton Traffic Management Ltd are committed to providing a quality service for its learners and staff members, working in an open and accountable way that builds the trust and respect.

The approach taken to Recognition of Prior Learning requires the same level of quality assurance as applied to any other approach to assessment.

Recognition of Prior Learning (RPL) provides learners with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition 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 is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

Definition

The Regulators define the 'recognition of prior learning' as:

- the identification by an awarding organisation of any learning undertaken, and/or attainment, by a Learner –

1. prior to that Learner taking a qualification which the awarding organisation makes available or proposes to make available, and
 2. which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and
- 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.

Recognition of Prior Learning principles

The Regulators' definition of RPL is the adopted definition for Fenton Traffic Management

RPL is not permitted to be used for all qualifications. The applicability as to whether RPL can be applied is established as part of the qualification development process and may be revised as part of the qualification review process. The following are examples where RPL is not permitted, the list is not exhaustive:

- licence to practice qualifications
- qualifications with specific health and safety requirements
- qualifications with work experience requirements.

RPL rules are set for individual qualifications and detailed in the associated published qualification specification.

RPL can be used to claim full (not partial) units within qualifications. It is unlikely that RPL can be claimed for a full qualification as it would be unlikely that a learner could demonstrate evidence to match the full range of assessment requirements.

RPL as an assessment method should follow the principles of:

- Validity
- Authenticity
- Sufficiency
- Reliability
- Currency
- Fairness.

Evidence must be provided by learners to meet the assessment criteria of a unit/qualification.

Evidence provided by the learner must be achieved within the last five years.

The process must be negotiated by the learner with Fenton Traffic Management who are responsible for assessment and claiming achievement. There is no difference between achievement of the required standards by Recognition of Prior Learning and achievement through a formal programme of study

RPL is subject to external quality assurance monitoring.

If further clarification is required about the units and qualifications that are eligible for Recognition of Prior Learning, centres should contact Gateway Qualifications before using RPL as an alternative assessment method.

Recognising Prior Learning Process

The process of Recognition of Prior Learning (RPL) covers both certificated learning attained through a LANTRA regulated qualification and other experiential/certificated learning.

Is RPL Permitted?

The examiner/assessor should check the published qualification specification to establish if RPL is permitted or not.

RPL not permitted

Where RPL is not permitted learners must satisfy the full qualification requirements through the course/programme they are undertaking.

RPL permitted

Where RPL is permitted the RPL criteria must be checked e.g.:

- how much prior learning is permitted
- currency of prior learning as there are often rules set that prior learning must be attained within a specified timeframe
- if prior achievement can be attained through LANTRAS' regulated qualifications and/or external prior learning.

Recognising prior achievement of LANTRAS' components(units)/qualifications

Where qualifications are previously achieved as part of a LANTRA's qualification suite then RPL may be applied without a formal application process. An example would be where a learner may progress from a smaller qualification to a larger qualification.

Fentons will not need to claim previously attained units as these will be identified from the learner's record on the LANTRA registration and award system.

Recognising prior achievement attained outside of LANTRAS' regulated qualifications

Where prior learning has been achieved outside the LANTRA offer such as a component(unit)/qualification awarded by another awarding organisation or through experiential learning then the following process must be followed.

Stage 1: awareness, information, advice and guidance

During enrolment, the Recognition of Prior Learning process should be discussed. In particular, learners will need to know:

- the process of claiming achievement through Recognition of Prior Learning
- the sources of professional support and guidance available to individuals and employers
- the administrative processes for Recognition of Prior Learning applications
- timelines, appeals processes and any fees and subsidies.

Stage 2: Pre-assessment, gathering evidence and giving information

During this stage prior learning evidence is collated and Fenton Traffic Management will need to map it across to the relevant component/s(unit/s)/qualification content. An assessment plan or tracking document might be useful to aid this process.

Stage 3: Assessment

Assessment as part of Recognition of Prior Learning is a structured process for gathering and reviewing evidence and making judgments about a learner's prior learning and experience in relation to the component(unit) standards.

Assessment must be valid and reliable to ensure the integrity of units and qualifications. The evidence gathered needs to meet the standards of the component/s(units) and qualification assessment requirements being applied for RPL and show appropriate evidence of current knowledge, understanding and skills. Evidence may include:

- qualification certificates/unit/component transcripts
- work experience records, validated by managers
- past portfolios of evidence or essays made by the learner
- reports validated as being the learner's own unaided work
- witness testimonies/professional discussions
- new assignments or tasks that have been created to fill any gaps in the learner's work.

The examiner/assessor must be satisfied that the evidence from the learner meets the standard for all of the learning outcomes and assessment criteria. If any gaps are identified then the learner may be set alternative assessments or undertake the normal assessments in order to be awarded the qualification but may do so without attending teaching sessions.

All work submitted for RPL must be referenced clearly for Internal Quality Assurance (IQA) and External Quality Assurance (EQA).

Stage 4: Awarding achievement

The assessment process for RPL will be subject to the same quality assurance processes as any other part of the assessment process. If it is identified that there is insufficient evidence, either more evidence will be requested or the learner must complete the normal assessment requirements.

Fenton Traffic Management must inform the relevant EQA, before any monitoring activity starts, if RPL has been applied for any particular components(units) or learners as they may include these in their sample. Where a centre does not give prior notification that RPL has been used as an alternative then this will be investigated by the EQA and recorded in the EQA monitoring/sampling report.

Fenton Traffic Management's processes in respect of Recognition of Prior Learning will be reviewed during the quality monitoring visit by the centre's External Quality Assurer, to ensure that the processes have been applied consistently and fairly and that any decisions made regarding the application for RPL have been carried out by staff who are competent to consider and make decisions about RPL. The outcome of the review and agreed actions (where appropriate) will be recorded in the external quality assurance report.

Stage 5: Appeal

On the basis that the application of RPL is not granted as an alternative method of assessment for a qualification or units thereof, learners should appeal to the Fenton Traffic Management first and then, if not satisfied, to LANTRA.

RPL and externally marked components(units)/qualifications

Where RPL is being sought for a component/s(unit/s) within a qualification that is externally marked and awarded by LANTRA and the learner has evidence of prior achievement then Stages 1 - 4 should be followed. Once Fenton Traffic Management is satisfied that sufficient documentary evidence has been provided then they will need to register the learner on the qualification and confirm with LANTRA

The RPL External Assessment form and supporting documentation will be reviewed by the Quality Assurance Manager and the outcome of the review will be communicated to Fenton Traffic Management

Record Keeping

Fenton Traffic Management are required to keep records of Recognition of Prior Learning for three years after certification. This includes details of which learners, units, assessment evidence and evidence of the RPL process for the particular claim.



Signed
Tony Bayford
Managing Director

Date: 15th February 2021