



ETC International College

Recognition of Prior Learning Policy

November 2024

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1.0 Scope and Purpose:

- 1.1 This policy applies to all staff and learners of further and higher education courses at ETC International College (ETC).
- 1.2 This policy will define Recognition of Prior learning (RPL), what qualifies as evidence for RPL, how learners can apply and the outcomes.

2.0 Definitions

- 2.1 Ofqual defines Recognition of Prior Learning as:
 "...a method of assessment [leading to the award of credit] that considers whether Learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so not need to develop through a course of learning."
- 2.2 There are 3 types of RPL
 - 2.2.1** Credit transfers can be used to transfer credits from a previous UK higher education qualification (Foundation and Bachelor Degrees, HNC, HND, postgraduate certificates and diplomas or college certificated courses). Prior learning must be relevant to the course being studied at ETC.
 - 2.2.2** Recognition of Prior Certificated Learning (RPCL) is assessment of certificated learning that didn't result in a UK higher education qualification or credits. The following can be used in assessment of RPCL:
 - Professional training
 - Qualifications awarded by a non-UK higher education institution
 - Work based awards
 - Incomplete UK higher education courses
 - Equivalent units of study in a different qualification framework (e.g. college certificated units equivalent to HNC or HND units)
 Learning must have taken place at the correct level, prior to the start of the course in question at ETC and completed units must map to the content of the course applied for.

- 2.2.3** Prior Experiential Learning is shown through the skills and experience gained through professional fields, such as employment or community / voluntary work.

3.0 Responsibilities

- 3.1 It is the responsibility of the learner to provide ETC with valid, current, reliable, authentic and sufficient evidence of prior learning. Evidence can draw on education and training, work activities and community or voluntary activities.
- 3.2 It is the responsibility of the assessor assessing prior learning to ensure it is valid, authentic, sufficient and reliable, as described in 5.0.
- 3.3 The assessor must ensure all assessments are assessed and verified through the same quality assurance procedures as any other internally verified assessment.
- 3.4 The assessor will notify the learner of the advantages and disadvantages of pursuing a claim for RPL before it is submitted, along with any fees, if applicable.
- 3.5 The assessor must ensure that all records of assessment are maintained and are available for external verification, if requested.

4.0 How to Apply for RPL

- 4.1 To apply for RPL you must have applied for a course at ETC or be registered already.
- 4.2 The evidence you submit must cover the learning outcomes and assessment criteria for your course, which can be found in your student handbook.
- 4.3 Ensure you leave enough time to create your portfolio of evidence, if applicable, before applying for RPL.
- 4.4 You may be able to apply for RPL part way through your course at ETC, but it is advised to continue your learning and assessment on all units until RPL has been approved.
- 4.5 Evidence gathered for RPL must have been achieved before the course start date.
- 4.6 If you wish to apply for RPL to enter a higher level of a course (i.e. level 5 instead of level 4), you must apply for RPL and submit evidence at the time of application to the course, before the course start date.
- 4.7 RPL can be applied for future or current courses only and cannot be included in completed courses to improve a grade.
- 4.8 There is no additional fee for credit transfers.
- 4.9 For the assessment of RPL where a portfolio of work is submitted, there may be a fee payable depending on the amount of evidence to be assessed. Students will be notified of this fee before the assessment begins.
- 4.10 To state your interest in applying for RPL please email: admissions@etc-inter.net

5.0 What Constitutes as Evidence?

- 5.1 All evidence will be assessed against the learning outcomes and assessment criteria published by the awarding body of the qualification for which RPL will be considered for.

- 5.2 Evidence can be in the form of education and training, work activities or community / voluntary activities.
- 5.3 The evidence submitted by a student must be valid and show that the assessment criteria have been met in relation to the unit or course. If part of the evidence criteria involves learning of legislation or good practice, for example, it must be taken into account if relevant legislation has been updated or replaced since the learning took place.
- 5.4 The evidence submitted must be authentic to ensure it is genuinely that of the learner and hasn't been produced by anyone else. If the assessment criteria requires individual work, then evidence submitted must be of learning carried out individually, not within a team. Teamwork can be considered if the assessment criteria accommodates it.
- 5.5 There must be enough evidence to sufficiently meet all the assessment criteria or learning outcomes. Insufficient evidence must be supplemented with additional evidence or assessment to confirm knowledge and understanding before requirements can be marked as achieved.
- 5.6 New assignment briefs or tasks may be created to fill gaps in the learner's work.
- 5.7 Methods of assessment may include, but are not limited to:
 - Examination of documents
 - Expert witness testimonies
 - Reflective accounts
 - Professional discussion
 - Practical application
- 5.8 Evidence submitted must be reliable, whereby if it were repeated the assessor would come to the same assessment decision.
- 5.9 Evidence is not time sensitive, providing it meets the above criteria.
- 5.10 Assessment will be carried out by members of ETC with relevant levels of expertise.
- 5.11 The RPL assessment will be carried out as an entire process.

6.0 Outcomes of RPL

- 6.1 The learner should not opt out of the teaching or assessment of their unit before an RPL claim has been approved.
- 6.2 The learner must show they can meet all learning outcomes or assessment criteria for a given unit for recognition and credits to be achieved.
- 6.3 Learners will be notified of the outcome of their RPL assessment within 20 working days of submission.
- 6.4 If RPL is refused the assessor will notify the learner of the reasons in writing along with guidance of available options.
- 6.5 If RPL is refused, the learner may be requested to provide further evidence or continue with the standard assessment on the course in order to achieve the qualification.
- 6.6 If a learner doesn't agree with a decision made for RPL, they can appeal using ETC's Appeals Process.

10.0 Associated Documents

- Admissions Policy
- Appeals Policy

This Version 2 updated November 2024 Head of FEHE
Next update due November 2027