

Recognition of Prior Learning Policy

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of a qualification) 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 do not need to develop through a course of learning.

This policy applies to some SimTrainer UK qualifications; however, qualifications that require an external or practical assessment will still require the learner to undertake the assessment to verify competency.

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, however, partial unit completion is not acceptable.

SimTrainer UK when carrying out RPL will ensure that:

- Identification of any achievement through RPL is prior to learners registering to taking a qualification
- Records of assessment are maintained, as for any other unit/qualification
- Certification and claims are made according to normal procedures
- All relevant evidence is assessed before assessment decisions are confirmed
- There are designated personnel with the appropriate expertise to support and assure the RPL process.

Evidence of Learning

All evidence must be evaluated using the stipulated learning outcomes and assessment criteria from the qualification or unit being claimed. In assessing a unit using RPL the assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria.

Examples of evidence that may be submitted include:

- Certificates—copies of previous qualifications
- Qualification Specifications—in order to map the learning outcomes and assessment methods, the assessor must see qualification units and previous assessment methods

All evidence of learning must be:

Valid

- Addresses the elements and performance criteria
- Reflects the skills, knowledge and context described in the qualification specification

Authentic

- The evidence being submitted is in its original format, can be verified as genuine and confirmed as the work of the learner

Sufficient

- The assessor must see sufficient evidence to cover all aspects of the unit being claimed
- The evidence must demonstrate competence over a period of time and can be repeated

Current

- The evidence must demonstrate the learner's current skills and knowledge and must comply with current best practice guidance. For example, practical experience must be within the last 5 years

Reliable

- Evidence must be from a reliable source and in a reliable format, on organisation headed paper or certification
- Documents that require translation must be completed by an official translator to ensure authenticity

RPL Procedure

To apply for SimTrainer UK RPL, learners must submit the following to info@simtrainer.uk:

- A completed RPL application form
- Copies of all prior learning evidence including certificates, qualification specifications

Assessment of Evidence

SimTrainer UK will review and evaluate all evidence and map prior learning to qualification units and notify the learner within 14 days.

If the evidence is sufficient, SimTrainer UK will notify the learner on the assessment requirement in order to gain the unit(s).

However, if the RPL evidence is judged not to be sufficient to meet all the requirements of the relevant unit, the learner will be required to complete the normal course of learning.