Recognition of Prior Learning Policy

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SMART AWARDS

Awarding Platform for Smart Qualifications

SCOPE

1. Smart Awards recognises that learners may begin a programme of learning with some previous experience.

2. This policy is designed to provide guidance to centres, instructors, assessors, EQAs, IQAs and learners regarding recognition of prior learning (RPL) so that learners can achieve without duplicating any previous learning or assessment they have undertaken.

OFQUAL GENERAL CONDITIONS

3. D5.1: An awarding organisation must ensure that any qualification which it makes available, or proposes to make available, complies with any requirement relating to that qualification which is set out in a Regulatory Document.

4. D5.2: An awarding organisation must ensure that in the development, delivery and award of any qualification which it makes available, or proposes to make available, it has regard to any guidelines and principles of good practice relating to that qualification which are set out in a Regulatory Document.

SQA ACCREDITATION PRINCIPLES

Principle 9. The awarding body shall ensure that it has robust systems and processes for the identification, design, development, implementation and review of qualifications, which meet the needs of users.

RESPONSIBILITIES

5. This is policy is for qualifications offered by Smart Awards. This policy is for centres and learners accessing Smart Awards qualifications and related services and all those involved with the development, delivery and quality assurance of Smart Awards qualifications. Smart Awards has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Smart Awards has the day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness and dealing with any queries on its interpretation.

R	Responsibilities	The person who actually carries out the process or task. The person is responsible for action/implementation. Responsibilities can be shared
A	Accountabilities	The person who is ultimately accountable for the process or task being completed and who has the authority to make decisions, yes or no authority and veto power. Responsible person (s) are accountable to this person. Only one A can be assigned to a task
C	Consulted	The person to be consulted prior to a final decision or action (two-way communication). People who are not directly involved with carrying out the task but are consulted with.
I	Informed	Anyone whose work depends on the process or task and who has to be updated about the progress after a decision or action has been taken (one-way communication).

POLICY	BOARD	CEO	MD	OPS DIRECTOR	QUALITY PORTFOLIO MANAGER	STANDARDS COMPLIANCE OFFICER	QUAL ADMIN OFFICER	IT CONSULT	FINANCE AUDITOR	EQA	NOPS BOARD	CENTRES
Awarding Policies and Process												
Recognition of prior learning	A	R	R	R	R	R	R	I	I	C	I	R
ASSOCIATED POLICY												

Qualification development
Holiday/Sickness Cover
The MD, CEO and Operations Director cover holiday/sickness and absenteeism for areas where the person is responsible for action/implementation of a task. The MD. CEO and Operations Director hold company wide experience to be able to carry out these tasks and hold no conflicts of interest.

PRINCIPLES

6. Smart Awards has identified the following principles which underpin all assessments:
   - Validity ensures assessment measures what it claims to measure, the evidence match the competences, the skills, knowledge and expertise that are being demonstrated by the learner at the appropriate level
   - Reliability refers to the accuracy with which an assessment is measured. A reliable assessment consistently gives the same results under similar conditions ensuring different assessors place a similar value on the evidence provided and make similar judgments when confronted with the same evidence
   - A fair assessment, in addition to being valid and reliable, provides equity of opportunity for learners in line with equality legislation
   - Quality is a key principle in ensuring the credibility and status of Smart Awards accreditation
   - Sufficiency is the amount of evidence to cover all the aspects of the required criteria
   - Authenticity refers to the ownership of the evidence. Assessors need to be confident that the work submitted really is the result of the learners' own effort and expertise
   - Currency refers to the date of the evidence. Assessors must be sure that the evidence submitted by the learner is recent enough to be considered a measure of the current levels of competence.

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

7. Recognition of Prior Learning (RPL) is a method of assessment that considers whether learners can demonstrate that they can meet assessment requirements through the knowledge, understanding or skills that they already possess.

8. Using RPL for the recognition of non-formal and informal learning involves a review of past experiences. It also includes learning gained through training in the workplace, the community and in the voluntary sector.

9. RPL does not cover previously certificated learning which is recognised as part of credit accumulation and transfer.

10. RPL can be used where learners can demonstrate that through their experience, they have already gained the relevant knowledge and skills required.

11. People can gain a range of knowledge and skills through reflecting on their experience in order to identify relevant achievement. They should think about experience gained at work in any relevant voluntary work and leisure activities formal or informal education and training for example, adult education courses or in-company training from independent study.

12. Where evidence presented in support of a claim of RPL is strongly convincing, it may be deemed sufficient for the purpose of certification.

13. If the evidence is less convincing, but nevertheless substantial, the learner might, where suitable:
    - Undergo an oral assessment
    - Complete an appropriate assignment
    - Complete a written test
    - Carry out a demonstration
    - A combination of the above

USING RPL

14. Centres may use RPL as appropriate and must have processes regarding RPL that are transparent, rigorous, reliable, fair and accessible to learners. Centres should offer advice and guidance to learners on the type of evidence considered appropriate to support a claim for RPL.

15. Centres must have personnel with appropriate expertise and knowledge to facilitate RPL. All relevant evidence must be assessed against the assessment criteria before decisions are confirmed. In assessing using RPL the assessor must be satisfied that the evidence produced by the learners meets the required standard. Centres must keep appropriate records of assessment and evidence.

REVIEW OF THIS POLICY

16. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, SQA Accreditation or Ofqual.

PROCESS FOR REQUESTING A RESIT

Process Step Description	Process	Person Responsibility	Organisation Responsibility
Notification issued to Smart Awards via SAMS	Process	Centre Manager	Centre
Review of evidence	Process	Assessor	Centre
Outcome of RPL	Decision	Assessor holds responsibility and experience to make decisions on RPL against Smart Awards criteria	Centre
Recognition of Prior Learner added to SAMS	Process	Centre Manager/Assessor	Centre
Stop	End		Smart Awards