

Procedure Title	Recognition of Prior Learning (RPL)
Associated Policy	<ul style="list-style-type: none"> Chapter 3 Programmes of Education and Training
Version Number	V2
Owner	Education and Training Manager
Adoption Date	05 2023
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Next Review Date	10 2024

Purpose

To provide learners with a fair and transparent system to apply for Recognition of Prior Learning (RPL) for entry to a programme of study.

Scope

All Learners

The RPL applicant must be able to demonstrate learning based on what they achieved through another programme of study and must submit evidence with their application to verify this.

Criteria used in the Assessment

The assessment of prior learning is appropriate. It is based on evidence of the learning outcomes an applicant has achieved previously through certified learning, which has been awarded by a recognised certified body and is aligned to the National Framework of Qualifications.

The criteria used in the recognition of prior learning is readily accessible, clearly understood, and applied consistently and fairly. Those assessing prior learning require sufficient and appropriate information presented to recognise the learning historically achieved.

The following criteria is used in the assessment of the information presented to support an application for the recognition of prior learning:

- **Validity:** does the prior learning presented represent the learning outcomes relevant to the discipline and programme for which recognition is being sought. Is the learning at the right level?
- **Sufficiency:** is there enough evidence presented to demonstrate the achievement of the learning outcomes?
- **Authenticity:** can the prior learning be uniquely, verifiably, and clearly attributable to the applicant?
- **Reliability:** is the evidence of prior learning reliable and reputable?
- **Currency:** is the learning current and applicable?

Advanced Certificate in early Learning and Care 6M21471 Level 5 Certificate in Early Learning and care 5M21471 NFQ 5 & 5

In line with our agreement for Shared Curriculum with DDLETB for the above programme, when considering RPL, LWL must consult the current guidelines in the RPL toolkit provided and updated by

DDLETB Programme Board and, refer to the programme descriptor as set out by DDLETB, while also taking into consideration LWL's scope of provision of RPL

Steps for Implementation

The ETM considers RPL applications on a case-by-case basis and supports and advises the applicant as required. This may involve a meeting with the applicant to discuss their application, determine their suitability for RPL, and review the supporting documentation they intend to submit to support their application.

Documentation submitted must be valid, sufficient and authentic and may include but is not restricted to any one or combination of the following;

- An up-to-date CV
- References/ Letters from employers
- Details of training programmes attended.
- Job descriptions and relevant work experiences
- Personal statement
- Samples, photographs or videos of work
- A practical 'on the job' assessment by a supervisor
- A simulation of a work activity
- Performance management reports
- Copies of documents completed at work.
- Award certificates
- Other assessment as appropriate

Initial Review:

The ETM:

- Reviews the application and supporting documents.
- Updates the RPL log.
- Appoints a subject matter expert as the assessor.

Assessment:

The Assessor:

- Reviews the application and supporting documents.
- Discusses the application with the learner.
- May request additional information/documentation.
- Assesses the final submission.
- Decides whether to approve the RPL application or not, on the basis of the review and discussion with the learner.

Results:

The ETM:

- Contacts the applicant to let them know the outcome of the application.
- If the application is deemed valid, sufficient and authentic the applicant is notified that her/his claim is approved.

- If the application is not approved the ETM explains the decision and advises the applicant that they can appeal the decision.
 - **Appeals process:**
 - The appeal must be submitted in writing to the ETM using the RPL Appeals form within 5 working days of being advised of the decision. The applicant can request the form from the ETM.
 - Appeals are reviewed and adjudicated on by the Chair of the Academic Council.
 - The review and the decision must be complete within 10 working days of receipt of the appeal.
 - The Chair of the Academic Council carries out the review, makes a decision and informs the ETM in writing. The decision from this review is final.
 - The ETM notifies the applicant in writing of the outcome of the appeal.
 - The ETM updates details of the appeal on our RPL Log and retains records of correspondence.
- The RPL log is made available to the Academic Council.
- The ETM may recommend a learner seek further supports and assistance with the local Career Guidance officer or the local Registered Recognition of Prior Learning Practitioner.

Reference Documents

Correspondence

Evidence submitted by the applicant.

DDL RPL Toolkit

ELC Programme Descriptor as part of submission to QQI for Validation

Supporting Documents

- Application for RPL
- RPL Appeals Form
- RPL Log