



RECOGNITION OF PRIOR LEARNING POLICY

This policy is designed so that learners can achieve qualifications without duplicating any previous learning or assessment they have undertaken by submitting credible evidence based on previous learning, assessment, skills and/or competence that demonstrate knowledge/technical skills for with RPL is being sought.

Up To Speed Training & Assessments Ltd encourages the use of RPL which applies to all assessments and training conducted through the centre.

Up To Speed Training & Assessment Ltd offer advice and guidance to learners on the type of evidence considered appropriate to support a claim for RPL.

Up To Speed Training & Assessment Ltd will use RPL as appropriate and have in place the following process regarding RPL that is transparent, rigorous, reliable, fair and accessible to learners:

- RPL involves the assessment of evidence towards a unit or qualification provided by the learner that has been completed previously.*
- Evidence presented may either be the pre-requisite valid training course or assessments completed as part of the award process.*
- The assessment of the evidence for certificated RPL is undertaken by the trainer/assessor and the assessment of evidence for uncertificated RPL is undertaken by the IQA(s) appointed by Up To Speed Training & Assessment Ltd.*
- All relevant assessment evidence must be evaluated against the assessment criteria before decisions are confirmed.*
- In assessing using RPL the trainer/assessor or IQA(s) must be satisfied that the evidence presented by the learner meets the required standard as expected by the AO or by Up To Speed Training & Assessment Ltd's own internal quality expectations.*
- The assessment of evidence process will be robust.*
- The evidence produced for assessments must be valid, reliable, authentic, current and sufficient this ensuring equity of opportunity for learners.*
- Up To Speed Training & Assessment Ltd will keep appropriate records of assessment(s) and evidence relating to this which will be reviewed by the IQA or EQA of the awarding organisation.*
- Up To Speed Training & Assessment Ltd will register learners and claim certification according to the awarding organisations normal procedures.*

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