



Recognition of Prior Learning (RPL)

Policy including exemptions 2025 - 26

Purpose/scope

- To set out how and when Recognition of Prior Learning (RPL) can be used as a method of assessment for Pearson's vocational qualifications.
- To provide guidance on how the RPL and exemption process can be managed so that evidence of learning meets standards.
- To provide guidance on claiming exemptions

Definitions/terminology

- Recognition of Prior Learning: a method of assessment that considers whether students can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess, and so do not need to develop through a course of learning.
- Exemptions: the facility for a learner to claim credits from some of the achievement requirements of a qualification, using evidence of certificated achievement deemed to be of equivalent value.

Responsibilities

- Programme Leader: responsible for ensuring that centre has expertise of managing RPL and exemption, learner is informed about the process and learner evidence is accessible for quality assurance.
- Assessor: the person responsible for making judgements about a learner's past learning and experience in relation to unit standards and using further assessments to fill any gaps in learner's evidence in case of an RPL.
- Internal verifier: a member of staff able to verify assessor decisions and validate assessment methods for RPL.



Procedures for RPL

- Awareness, information and guidance
- Explain to learners the process of claiming a unit using RPL and how long the process will take.
- Pre assessment, gathering evidence and giving information
- To help the learner in gathering evidence create an assessment plan or tracking document so that evidence gathered meets the standards of the unit, or part of a unit.
- Assessing and documenting evidence
- Evaluate all the evidence using the standards set in qualification or unit being claimed. If there are gaps in the learners work through RPL, then further assessment methods must be used to create enough evidence to be able to award unit. Keep records of assessment against prior learning.
- Quality Assurance
- Evidence collected through the RPL process will be assessed and verified through the same quality assurance procedures that is used for any other internal assessment methods.

Procedures for Exemptions

- Check Pearson qualification specification if any unit exemptions are specified for learners having certificated achievement from other awarding bodies.
- If not then verify that the credits claimed for exemptions are of equivalent value to the unit credits of a Pearson qualification.
- Verify that the unit credits fall within the rules of combination of Pearson qualification.

Policy Aim:

- To set out how and when Recognition of Prior Learning (RPL) can be used as a method of assessment for Pearson's vocational qualifications.
- To provide guidance on how the RPL process can be managed so that evidence



of learning meets standards

- To ensure there is a record of learner evidence against prior learning and that these are available for quality assurance.
- To set out how to use exemptions to claim credits from some of the achievement requirements of a qualification, using evidence of certificated achievement deemed to be of equivalent value.

In order to do this, the centre will:

- Explain to learners the process of claiming a unit using RPL and how long the process will take.
- Check that the evidence provided by the learner for RPL has been achieved before the start of their course of study
- Register learner as soon as they officially start to gather evidence of past learning and experience.
- Help the learner in gathering evidence by creating an assessment plan or tracking document.
- Evaluate all the evidence using the learning outcomes and assessment criteria from the qualification or unit being claimed.
- Ensure if there any gaps in the learners work through RPL, then further assessment methods must be used to create enough evidence to be able to award the learning outcome for the whole unit.
- Keep records of assessment against prior learning and so that these are available for verification.
- Evidence collected through the RPL process will be assessed and verified through the same quality assurance procedures that is used for any other internal assessment methods.
- Explain to learner the process of exemptions
- Check Pearson qualification specification if any unit exemptions are specified for learners having certificated achievement from other awarding bodies.
- If not, then verify that the credits claimed for exemptions are of equivalent value to the unit credits of a Pearson qualification. To verify this, check the following:



- Unit level
- Credit value
- Qualification and subject content.
- Verify that the unit credits fall within the rules of combination of Pearson qualification.

This policy will be reviewed every 12 months by the Business Manager.