

## Recognition of Prior Learning

### 1 General

- 1.1 BIIAB Qualifications Limited<sup>1</sup> encourages its Centres to recognise the previous achievements of learners. Recognition of Prior Learning (RPL) is a general term and is a process of recognising previous learning, experience or achievement which may satisfy the requirements of a unit / component yet to be assessed or awarded. Prior experience / achievements may have resulted from past or present employment, previous study or voluntary activities.
- 1.2 RPL must be current to be used by the learner, which will normally be within the last three years. For credit transfer the unit must still be valid. For exemptions this means three years from the start of the original award to the point at which the learner registers with the Centre on the course for which the claim is to be made.
- 1.3 We provide Centres with advice and guidance on how to approach the RPL process and will consider any claims for RPL under the following headings subject to the procedures laid down in Delivering and Assessing Qualifications.

### 2 Definitions of Prior Learning

- 2.1 Access to some qualifications will require the learner to have had a specific level of experience, reached a specific standard or to have achieved a specific qualification. All such requirements are stipulated in our Qualification or Apprenticeship Standard Guides.

#### 2.2 Credit Transfer

We may attach credit to a unit / component of a qualification. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units / components transferred must share the same credit value, learning outcomes and assessment criteria.

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<sup>1</sup> BIIAB Qualifications Limited is a recognised Awarding Organisation and part of the Skills and Education Group.

## 2.3 Exemption

Exemption applies to certificated achievement which is deemed to be of equivalent or higher value to a unit / component within a qualification, but which does not necessarily share the exact learning outcomes and assessment criteria. There may, however, be restrictions to the application of exemption dependent upon the currency and equivalence of the unit / component.

## 2.4 Non-certificated learning / experience

Non-certificated learning / experience refers to any previous non-certificated learning or experience which may exempt a learner from a further course of learning or study.

2.4.1 When making decisions about evidence of non-certificated learning / experience, Centre assessors must be satisfied that the evidence produced will allow the learner to meet the assessment standard described within the current qualification's learning outcomes and assessment criteria. That is it must be subject to the same assessment and quality assurance arrangements as applied to evidence produced as part of a course.

2.4.2 Any internal assessment tasks provided by the Centre or any independent assessment required by us which has been developed for the units / components in question must be completed. All assessment evidence must then be made available to the external moderator / independent assessor or examiner in line with our current policies and procedures.

# 3 Notification

- 3.1 Centres are required to notify us about claims for RPL only where the learner has completed different assessment requirements to the standard assessments for the cohort.
- 3.2 Centres must notify us of any planned requests for credit transfer or exemption during the planning stage of external moderation and must provide the appropriate evidence of prior certificated achievement.

## **4 Quality Assurance**

- 4.1 This policy and guidance is reviewed annually to ensure it continues to meet the needs of our Regulators.<sup>2</sup>

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<sup>2</sup> Ofqual in England; Qualification Wales; CCEA Regulation in NI; SQA in Scotland; IfA for Apprenticeship Standards.