

Recognition of Prior Learning Policy

The ILM definition of RPL is 'A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning'.

ILM Qualifications

If a learner has prior uncertified or un-assessed learning or achievements they may be able to claim credit for a relevant unit within the ILM. In this situation Keyturn will (as stated by ILM):

- Explain the knowledge, skills and performance requirements are for the QCF unit(s) to the learner and ensure they completely understand them.
- Give the learner a copy of the unit(s) so that they can assess themselves against the unit(s) learning outcomes and assessment criteria
- Identify and document what assessment the learner needs to undergo, and/or what evidence they need to submit, to satisfy the QCF unit(s). Explain the use of a learner CPD log. Use professional discussion - possibly framed around the mapping documents - to back up the learner's assessment and/or evidence submissions and validate their claim.
- If the evidence submitted is valid, complete and current then credit can be awarded. If it isn't, or if there is any doubt, the learner must complete assessment for the missing elements. This process would be supported and verified by the ILM External Verifiers.

The above elements will be discussed and verified by the Lead Trainer/Assessor to make sure key learning outcomes have been met and communicated to the learner.

Apprenticeship Standards

For those taking the apprenticeship standards the learner is asked to provide details on any prior learning. In this situation Keyturn will:

- Explain the knowledge, skills and performance requirements are for the apprenticeship standards to the learner and ensure they completely understand them
- Give the learner a copy of the unit(s) so that they can assess themselves against the unit(s) learning outcomes and assessment criteria
- Identify and document what assessment the learner needs to undergo, and/or what evidence they need to submit. Explain the use of a learner CPD log. If available use a mapping document that links the qualification to the current standards
- If the evidence submitted is valid, amendments to the funding and learning assessments will be made. If it isn't, or if there is any doubt, the learner must complete assessment for the missing elements
- Proof of qualifications need to be kept on file and logged on the ILR

- Any issues can be discussed with ESFA contact

The above elements will be discussed and verified by the Lead Trainer/Assessor to make sure key learning outcomes have been met and communicated to the learner.

Updates/Reviews		
18 June 2014	Full update to include ILM	CJS
17 September 2018	Full update to include apprenticeship prior learning process	CJS
17 April 2021	Reviewed	CJS
10 May 2022	Reviewed	CJS
September 2023	Next review	