Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedures

Policy Statement

Laser Learning Awards (LASER)[1] is committed to providing a high quality service and to maintaining the highest standards for its learners, centres, and other stakeholders. Recognition of prior learning and transfer of credit exist to enable learners to avoid duplication of learning and assessment.

This policy explains what is defined as recognition of prior learning and credit transfer, and LASER's policies for applying these.

Policy Relevance

This policy defines recognition of prior learning and credit transfer, the circumstances in which they may be applicable to learners, and the policies for applying them where relevant.

Policy Responsibility and Review

This policy is the responsibility of the Quality Manager, and will be reviewed by December 2022 at the latest.

Recognition of Prior Learning

Recognition of prior learning (RPL) allows for a learner to be recognised for certain learning they have previously undertaken which has not been certificated or accredited through the RQF (Regulated Qualifications Framework) or QCF (Qualifications and Credit Framework), towards the regulated/unregulated qualification being studied.

If approved for RPL, the learner does not need to attend learning for the approved unit(s), but **must** still undertake assessment in full in order to achieve the assessment criteria.

The learner must provide evidence of prior work, learning, and/or achievement, for consideration. This must be fully evidenced, valid and reliable, and mapped to the learning outcomes and assessment criteria of all units for which the RPL claim is being made.

RPL may be claimed against a whole unit or several units. It is not possible to claim part units.

Under some circumstances, there may be a limit to the proportion of a qualification that can be achieved by RPL, and/or specific rules may apply to RPL eligibility of certain units. Full details of any requirements will be identified in the rules of combination for any regulated/unregulated qualifications offered by LASER.

Centres must have an RLP Policy and must comply with all regulatory requirements for assessment. It remains the role of the assessor and internal quality assurance staff to ensure that assessment criteria are only deemed to have been met where assessment is valid, reliable and fit for purpose, and where evidence is adequate, sufficient and authentic. The process of RPL is subject to the same standard of scrutiny through the application of existing quality assurance and monitoring processes as any other form of assessment. RPL assessments should be included in standardisation and evaluation activities so that processes are reviewed, as with all other assessments.

Where RPL is used towards a learner's achievement of a regulated/unregulated qualification, a centre will still be charged the full fee for the qualification being claimed, as the full qualification is still subject to full external quality assurance of the assessment, by LASER.

Credit Transfer

Credit transfer allows for previously accredited achievement from within the RQF or QCF to count towards another regulated/unregulated qualification, where it is either allowed as an equivalency within the new qualification, or where the learner has already achieved one or more exact unit(s) belonging to that qualification.

In the case of approved credit transfer, the learner does **not** need to repeat their assessment.

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[1] *All references to LASER in this document also refer equally to Trident Awards, which is the brand name for LASER's work in the security industry.*

The learner must provide evidence of certification for the unit(s) to the centre (the certificate itself is not required where previous credit achievement was from LASER).

Credit transfer may be claimed against a whole unit or several units. It is not possible to claim part units.

Eligibility should be checked by the centre's internal quality assurer who should inform LASER and:
- Provide evidence of units achieved, usually by way of original certificate (not required where previous credit achievement was from LASER).
- Make an application for credit transfer to LASER.
- Identify approved credit transfers on the ERAC when achievement is being claimed.

Centres must have a Credit Transfer Policy, which may be included within its RPL Policy.

Where credit transfer is used towards a learner's achievement of a regulated/unregulated qualification, a centre will still be charged the full fee for the qualification being claimed, as the full qualification is still subject to full external quality assurance by LASER, which includes checking eligibility for credit transfer and authentication of certificate(s).

Policy Approval
Approved internally by Deputy CEO 15.10.2018
Approved externally by Quality Committee 02.11.2018