



Recognition of Prior Learning

Policy no.:	4.4	Version number	V2
Version date	4-5-2026	Approved by	Senior Management Team (SMT)
Policy Owner	Head of Online Programmes	Next review due	July 2027

Introduction

The Magna Carta College (MCC) recognises that learners may have achieved other qualifications, with other institutions and may well apply to gain credit/exemption towards qualifications to which they are currently working towards. Recognition of Prior Learning (RPL) is a method of assessment that considers whether learners can determine that they can meet all the assessment requirements for a unit through understanding and/or skills they already possess and do not need to develop through a course of learning.

RPL facilitates recognition of achievement from a series of activities using any appropriate assessment methodology. Given that all the assessment requirements (e.g., learning outcomes and assessment criteria) of a specific unit or qualification have been successfully met, the use of RPL is appropriate for claiming a unit, units or a whole qualification. Incomplete unit completion is not acceptable, and the supporting evidence of learning must be valid, reliable and authentic.

RPL Procedures

To carry out RPL MCC must ensure that:

- Identification of any achievement through RPL is prior to learners taking a qualification
- Relevant to the learner's knowledge, skills and understanding which will be assessed as part of a qualification
- Learners are registered as soon as they formally start to gather evidence
- Records of assessment against prior learning are maintained
- Certification takes place according to normal procedures
- All relevant evidence is assessed before assessment decisions are confirmed
- There are designated personnel with the appropriate expertise to support and assure the RPL process.
- 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

For Pearson qualifications:

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.

Providing Information

Ahead of enrolling a potential learner, the possibility that they may be able to claim unit/s for some of their previous learning and/or experience should be raised with them. If the learner

is interested in this, they will need to know the:

- Process of claiming achievement by using RPL
- Sources of support and guidance available to them
- Timelines, appeals processes and any fees involved

Evidence gathering

At this stage the learner will carry out the process of collecting evidence against the requirements of the relevant unit(s). In some cases, the development of an assessment plan and tracking document or similar may be required, to support the learner through the process. The evidence gathered will need to meet the standards of the unit, or part of unit, that the evidence is being used for.

Assessment/documentation of evidence

Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgments about a learners' prior learning and experience in relation to unit standards. The assessor may be considering at work experience records, validated by managers; previous portfolios of evidence put together by the learner or essays and reports validated as being the learner's own unaided work.

Assessment must be valid and reliable to ensure the integrity of the award of unit(s) and, as above, the evidence gathered needs to meet the standards of the unit, or part of unit, that the evidence is being used for.

If the assembled evidence of RPL for a learner is judged by the centre not to be sufficient to meet all the requirements of the relevant unit(s), then the learner will have to complete the normal assessment for those unit(s) if they wish to be awarded the qualification.

The assessment process will be subject to the usual quality assurance procedures of the centre, for example internal standardisation and internal verification. Evidence gathered through RPL should be clearly referenced and sign posted to aid internal assessment and internal and external verification.