



# **Recognised Prior Learning Policy**

## **Procedure for RPL**

### **Stage 1 - Application**

All applications for RPL should be made prior to the learners start date on programme. The learner should be able to seek guidance from their mentor prior to completion of their RPL application.

### **Stage 2 - Initial assessment of case**

The mentor should discuss the application with the learner and:

- \*Clarify what evidence the learner is seeking credit for
- \*Discuss with the learners how their evidence might be most appropriately mapped- Advise the learner on how to reference their evidence

### **Stage 3 - Submission of Evidence**

The third stage requires the learner to submit their evidence demonstrating the learning achieved and to complete the application form to indicate what is being submitted against competencies. The evidence might include;

**Evidence:** Practical documents, Video & audio files, certification, reflective accounts.

**Indirect evidence:** Statements from managers, colleagues, employees and professional bodies

## **Stage 4 - Assessment**

The submission of evidence should be considered by the mentor against the Apprenticeship standard and mapped accordingly to comprehensively demonstrate the criteria has been met in full. The evidence must be evaluated in terms of the following criteria:

- \*Validity
- \*Sufficiency
- \*Currency
- \*Authenticity

The mentor will review the portfolio and discuss with the learner any revisions or supplementary material that might be required. DMM should ensure that any prior evidence meets the criteria in the Apprenticeship fully.

## **Stage 5 - Outcome and feedback**

Learners will be informed of the decision on their application as soon as possible. The RPL process and final decision should be recorded in detail on the learner e-portfolio (Quals Direct) for transparency.

Please submit your application at the link below:

**[Application](#)**