**Recognition of Prior Learning Policy & Process**

**Policies & Procedures**

1. **Information**

Lordswood Girls' School has undertaken to abide by the requirements of awarding bodies and undertake Recognition of Prior Learning (RPL). RPL is a valid method of enabling students to claim credit for units, irrespective of how or where their learning took place. RPL may count as evidence towards a unit accumulated or towards a full qualification.

1. **Support**

Support is provided to candidates to ensure realistic expectations about RPL, to identify relevant courses and to provide information about learning outcomes and assessment benchmarks for consideration by candidates. Guidance and support will be provided by a Lead Professional with a sound knowledge of the course/units.

1. **Application**

In order to apply for RPL, candidates must provide current, quality evidence of their competency in sufficient detail to enable the assessor to decide on assessment needed. The Lead Professional will assist candidates to identify the best means to prove their claim, to select and organise acceptable evidence and to complete and submit the application.

RPL is of value to learners transferring across various learning programmes who have relevant learning but do not hold credits or certificates.

1. **Assessment**

Assessment methods for RPL must be of equal rigour to other assessment methods, be fit for purpose and relate to the evidence of learning. Credit may be claimed for any unit through RPL unless the assessment requirements of the unit do not allow this, based on a rationale consistent with the aims and regulations of the framework.

The Lead Professional assessing a unit using RPL must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria. Should the currency of evidence be in doubt, the assessor may use questions to check for understanding and competence. The assessment strategy for each qualification must be adhered to.

All information regarding RPL must be passed to the relevant achievement co-ordinator, Head of 14-19 learning (if applicable), Assistant Headteacher (Personalised Curriculum) and Data & Assessment Manager.