

**Policy No: LIEURAPP22007**

## **Policy Name: Recognition of Prior Learning Policy**

### **1.0 Purpose**

Recognition of prior learning is a crucial part of apprenticeships management. Training providers must recognise and record prior learning (relevant education or experience) against the apprenticeship standard, so that tutors can personalise the curriculum, adjusting course content to avoid repeating learning.

LI Europe recognises that some apprentices may be able to use previous study at a similar level, or experience gained through work or other settings, against certain aspects of the Apprenticeship Standard. This policy sets out the rationale and methodology LI Europe will apply when assessing any prior learning.

### **2.0 Definitions of prior learning**

Prior learning is defined as:

- Prior education, training or associated qualifications in a related sector subject area – this is in addition to relevant maths and English qualifications an apprentice may have achieved.
- Any previous apprenticeship undertaken.
- Any extended sector work experience or working activities undertaken.

### **3.0 Methodology**

In consultation with the employer whenever possible, LI Europe will undertake an Initial Assessment of every apprentice's prior learning before the apprenticeship begins and establish a baseline of their achievements. The Initial Assessment will include as a minimum:

- BKSB maths and English assessment
- Skills scan
- Prior achievements
- Time in role

The outcomes of the Initial Assessment will be used to agree and set out clear milestones in an apprentice's Training Plan. Discussion evidence of agreed Recognition of Prior Learning decisions and adjustments will be recorded on the apprentice's Training Plan.

For employers of apprentices, the Initial Assessment outcomes will feed into apprenticeship funding negotiations and will be used to adjust the duration and costs of the apprenticeship.

### **4.0 Related Policies**

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

**Policy No: LIEURAPP22007**

**Policy Name: Recognition of Prior Learning Policy**

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP22014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy


LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director 

Date 22 / 11 / 23