

# Recognition of Prior Learning Procedure

## 1.0 Purpose

This procedure is to be used in conjunction with the Recognition of Prior Learning (RPL) policy to ensure that LI Europe complies with the ESFA Apprenticeship Funding Rules.

This procedure aims to ensure that apprenticeship candidates are eligible to receive funding for their proposed apprenticeship, that the course is right for them and that any prior learning is taken into account that may reduce the amount of funding available.

## 2.0 Procedure

### 2.1 Prior to the RPL meeting

The following activities take place prior to the RPL meeting:

- The candidate is asked to send proof of their right to work in the UK.
- The candidate is asked to send records of any qualifications that they may have, including the grade. If they claim to have level 2 equivalent in English and Maths, then they are asked to send proof of this.
- The candidate is sent a link to a BKSBS assessment for English and maths and asked to complete the assessment.
- A query is made of the candidate's Learner Data Record. The results of this query are cross-checked on the Learner Data Service to establish if there is any over-lap with the course they have applied for.
- An RPL account is set up for the candidate in Onfile and login details are sent to the candidate. They are asked to login, change their password and confirm that they have access to the RPL account.

If the candidate is unable to provide proof of their right to work in the UK, then they will be unable to claim funding and will be ineligible for the course.

If the candidate scores below 1 on the BKSBS assessment for either English or maths, then it is unlikely that they will be suitable for the course, although the Cohort Manager may use their discretion if, after the RPL meeting, they feel the candidate is of a higher capability than demonstrated. In these circumstances, it may be necessary to ask the candidate to complete the BKSBS assessment again to see if a higher score can be obtained.

### 2.2 The RPL Meeting

The RPL meeting is set up between the Cohort Manager, the candidate and the employer. This meeting can be held in person or remotely over Microsoft Teams. The meeting will take approximately 1 hour, and the invite should contain the text below:

*“As part of your onboarding process for a **xx insert apprenticeship title xx**, we are required to perform an assessment of any existing knowledge, skills or behaviours that you may already have and which are part of the course content. We are then required to take this into account when creating your training plan and when claiming funding for the course. This process is called Recognition of Prior Learning and more details can be found in the Recognition of Prior Learning Policy on the LI Europe website.*

*The purpose of this meeting is to perform a skills scan and to assess any prior learning or qualifications in relation to the course content. In preparation for the meeting, please can you reflect on the experience gained in your current and previous job roles and make a note of any training courses you have attended and qualifications that you have achieved. The meeting should involve LI Europe, yourself, and the employer (usually your line manager) as all three parties will be required to sign your training plan as part of the apprenticeship funding rules.”*

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At the start of the RPL meeting, the Cohort Manager leads a discussion to cover:

- An overview of the apprenticeship standard that the candidate has applied for, including:
  - The end point assessment requirements and how this relates to the work they complete over the course of the apprenticeship.
  - An explanation of the course structure, including the mix of block, continuous and self-directed learning and the amount of supported learning versus unsupported learning.
- Whether the candidate has provided acceptable proof of their right to work in the UK and, if necessary, an explanation that until this is provided the onboarding process cannot be completed.
- The results of the query of the candidate's Learner Data Record and if they have attended any training or completed any qualifications that do not appear on their Learner Data Record, particularly if that training/qualification received funding. If this discussion suggests the possibility of an over-lap between prior learning and the course they have applied for, then further discussion must take place to establish the extent of their subject area knowledge.
- The candidate's work history and any experiential knowledge, skills and behaviours that they may have learnt through work that match the knowledge, skills and behaviours taught on the course that they have applied for. If the candidate has worked for their current employer for less than 12 months then they must provide the name of their previous employer(s), covering the 12 months prior to the RPL meeting. If there has been a break in employment, then the candidate must explain this.
- Whether the candidate considers themselves to have any SEND requirements and if so, to provide details of these. The Cohort Manager explains that during the induction they will be asked to complete a neurodiversity questionnaire aimed at identifying any undiagnosed SEND requirements and that if any are identified the candidate will be referred to Support Connect for further assessment.

After the discussion, the skills scan must be completed with the candidate. The candidate works through the skills scan questions, scoring between 0 and 10 for each KSB. While the candidate is doing this, the Cohort Manager asks open questions to verify that the candidate's level of understanding is correctly reflected in the scores that they are assigning. Any discussion must be documented within the comments section of the Onfile RPL calculator. Ensuring the correct scores are applied is a critical part of the process, as an incorrect score may lead to an incorrect adjustment of the candidate's training plan and an incorrect claim for funding.

Upon completion of the skills scan, the candidate and the employer are given the opportunity to ask any questions. The Cohort Manager then ends the RPL meeting with an explanation that the results of the prior learning assessment will be communicated within 5 working days.

### 2.3 After the RPL Meeting

The Cohort Manager ensures that all data is correct in the Onfile RPL calculator and the system calculates if a reduction in the cost of the course should be considered. The Cohort Manager also identifies if any KSBs have been given a score of 6 or above, which is an indication that a reduction in course content should be considered. The Cohort Manager then makes a decision on whether a reduction in the cost of the course and/or course content is applicable, taking into account:

- If any of the candidate's prior experience took place sufficiently far in the past so that it has been eroded or superseded.
- The context of any prior learning or experience and whether it is truly applicable to the course that they are applying for.
- Whether the candidate would benefit from doing the entire course, rather than missing some elements as they will be part of a cohort that learns from each other's experiences.

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- Whether the candidate would be denied the opportunity to gain a grade of merit or distinction if they did not complete the entire course.

The Cohort Manager must fully document, within the Onefile RPL calculator, any decisions that they make, with the justifications. A summary of these decisions and justifications should also be recorded in the RPL section of any training plan produced for the candidate.

The Cohort Manager then arranges an Outcome of RPL Assessment meeting with the candidate and the employer to inform them of the outcome of the RPL assessment. This meeting can take place in person or on Microsoft Teams. During the meeting the Cohort Manager must discuss:

- A summary of any prior learning uncovered and the modules/course content affected by the prior learning.
- Any adjustments in course content as a result of the prior learning.
- Any adjustment in the cost of the course as a result of the prior learning.
- Whether the Cohort Manager considers that the course is suitable for the candidate.
- Whether the candidate and the employer agree with these decisions.

On completion of the Outcome of RPL Assessment meeting, the Cohort Manager emails a summary of the discussion, containing the information in the bullet points above, to the candidate and the employer.

### **3.0 Related LI Europe 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

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

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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 \_\_\_\_\_