

# Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedures

## Policy Statement

Laser Learning Awards (LASER)<sup>1</sup> is committed to providing a high quality service and to maintaining the highest standards for its learners, centres, and other stakeholders. Recognition of prior learning (RPL) and transfer of credit exist to enable learners to avoid duplication of learning (in both cases) and (for credit transfer only) duplication of assessment.

This policy explains what is defined as RPL and credit transfer, the circumstances in which they may be applicable to learners, and the policies for applying them where relevant.

## Policy Relevance

This policy applies to any LASER regulated and unregulated qualification or provision. The policy sets out the principles and procedures which should be followed in each case, and explains what is valid and permitted in each case..

## Policy Responsibility and Review

This policy is the responsibility of the Quality Manager, and will be reviewed by July 2027 at the latest.

## Recognition of Prior Learning

RPL allows for a learner to be recognised for certain learning they have previously undertaken which has not been certificated or accredited through the RQF (Regulated Qualifications Framework) or QCF (Qualifications and Credit Framework), towards the qualification currently being studied.

If approved for RPL, the learner does not need to attend learning (eg taught classes) for the approved unit(s), but **must** still undertake assessment in full in order to achieve the assessment criteria.

The learner must provide evidence of prior work, learning, and/or achievement, for consideration. This must be fully evidenced, valid and reliable, and mapped to every learning outcome and assessment criteria of each unit for which the RPL claim is being made.

RPL may be claimed against a whole unit or several units. It is not possible to claim RPL for part units.

Under some circumstances, there may be a limit to the proportion of a qualification that can be achieved by RPL, and/or specific rules may apply to RPL eligibility of certain units. Full details of any requirements will be identified in the rules of combination for any qualification offered by LASER.

If RPL is required for any non-unitised LASER provision, the centre must first contact LASER to discuss this and seek appropriate approval.

Centres must have an RPL Policy and must comply with all regulatory requirements for assessment. It remains the role of the assessor and internal quality assurance staff to ensure that assessment criteria are only deemed to have been met where assessment has been carried out and is valid, reliable and fit for purpose, and where evidence is adequate, sufficient and authentic. The process of RPL is subject to the same standard of scrutiny through the application of existing quality assurance and monitoring processes as any other form of assessment. RPL assessments must be included in standardisation and evaluation activities so that processes are reviewed, as with all other assessments.

Where RPL is used towards a learner's achievement of a qualification, a centre will still be charged the full fee for the qualification being claimed, as full assessment for the qualification is still subject to external quality assurance, by LASER.

## Credit Transfer

Credit transfer allows for previously accredited achievement from within the RQF or QCF to count towards another qualification, where it is either allowed as an equivalency within the new qualification, or where the learner has already achieved one or more exact unit(s) belonging to that qualification.

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<sup>1</sup> All references to LASER in this document also refer equally to Trident Awards, which is the brand name for LASER's work in the security industry.

In the case of approved credit transfer, the learner does **not** need to attend learning **or** repeat their assessment.

The learner must provide evidence of certification for the unit(s) to the centre (the certificate itself is not required where previous credit achievement was awarded by LASER).

Credit transfer may be claimed against a whole unit or several units. It is not possible to claim part units.

Eligibility should be checked by the centre's internal quality assurer who should inform LASER and:

- Provide evidence of units achieved, usually by way of original certificate (not required where previous credit achievement was awarded by LASER).
- Make an application for credit transfer to LASER.
- Identify approved credit transfers on the ERAC when achievement is being claimed.

Centres must have a Credit Transfer Policy, which may be included within its RPL Policy.

Where credit transfer is used towards a learner's achievement of a qualification, a centre will still be charged the full fee for the qualification being claimed, as the full qualification is still subject to full external quality assurance by LASER, which includes checking eligibility for credit transfer and authentication of certificate(s).

### Policy Approval

Approved internally by Deputy CEO 06.10.2022

Approved externally by Quality Committee 04.11.2022