

**GLASGOW KELVIN COLLEGE****Academic Board – 2 September 2022****Recognition of Prior Learning Procedure****Report by Head of Quality****1. Introduction**

During the City and Guilds systems audit the College was required to produce a Recognition of Prior Learning (RPL) procedure which outlined the College's approach to RPL.

**2. The Processes**

A draft version of the RPL process was discussed at the Quality SCM meeting on Monday 29<sup>th</sup> August.

Members requested that guidance be included with process to assist assessment teams who may be asked to carry out an RPL assessment.

Each awarding body that the College works with adopts a slightly approach to RPL and produces their own guidance on how it should be carried out for their own awards. Links to the guidance for the SQA, City and Guilds and Pearsons are now included in the attached process.

A further link to the SCQF RPL Toolkit is also included, which provides guidance on how to approach different RPL scenarios.

**3. Resource Implications**

There are no resource implications arising directly from this report.

**4. Equalities**

There are no equality implications arising directly from this report.

**5. Risk and Assurance**

The attached report provides assurance that the College is effectively managing its quality processes and practices.

**6. Data Protection**

There are no data protection implications arising directly from this report.

**7. Recommendations**

Members are asked to:

- i. Approve the appended process.

## **8. Further Information**

Members can obtain additional information on the contents of this report from John Gallagher, Head of Quality or Robin Ashton, Vice Principal Curriculum and Quality Enhancement.

Glasgow Kelvin College  
JG  
30/08/22



# Recognition of Prior Learning Procedure

(Draft Copy)

| Document Control Information                                |     |
|---|-----|
| Reviewed by the Senior Curriculum Managers<br>Quality Forum | tbc |
| Date of Next Review   | tbc |
| Approved by the Academic Board                              | tbc |

## Introduction

Recognition of Prior Learning (RPL) is a method of assessment that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

This procedure outlines the process whereby Glasgow Kelvin College will provide opportunities for learners to request that previous learning experiences may be submitted as evidence that may contribute towards a recognised qualification.

Learners may apply for RPL against any recognised qualification for which they are currently enrolled. The College will consider any relevant previous, formal or informal, learning experiences, including knowledge and skills obtained through life and work experiences.

**Any RPL must first satisfy the awarding body's requirements.** This must be checked by the Head of Quality and the SCM with responsibility for the programme.

## The Process

An RPL Request form will be made by the learner indicating their intention to apply for RPL for a specific unit of their current course or framework to the Curriculum Manager.

The Curriculum Manager will meet with the applicant to confirm the details of the request. The CM will advise the applicant of the types of evidence that may be submitted and agree a timescale.

On receipt of the evidence from the applicant, the CM will convene an assessment team, of two or more people, to assess the application.

All evidence will be evaluated using the stipulated learning outcomes and assessment criteria from the qualification or unit being claimed. In assessing a unit using RPL the assessment team must be satisfied that **the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria.**

The prior achievement that would provide evidence of current knowledge, understanding and skills will vary from sector to sector. It will depend on the extent of the experience, technological changes and the nature of the outcome claimed. If the currency of any evidence is in doubt, a member of the assessment team may use questions to check understanding and ask for the demonstration of skills to check competence. At all times, the assessment strategy for each qualification will be adhered to.

Where evidence is assessed to be only sufficient to cover one or more learning outcomes, or to partly meet the need of a learning outcome, then additional assessment methods may be used to generate sufficient evidence to be able to award the learning outcome(s) for the whole unit.

Once the assessment team has reached agreement, an Internal Verifier (IV) will be required to confirm their decision. The IV will then provide feedback to confirm achievement or indicate clearly any further evidence required.

### **Awarding Body Guidance**

Each awarding body produces guidance on how RPL might be used against their qualifications. The links below can be used for guidance, however it is the responsibility of the Curriculum Manager, who is acting as the assessment team convenor, to ensure that the latest version of the guidance is being used.

[City and Guilds RPL Guidance](#)

[SQA RPL Guidance](#)

[SCQF RPL Tool](#)

[Pearsons RPL Policy](#)

An RPL application against qualifications which are not included in the guidance above should be referred to the Quality department.