



## Recognition of Prior Learning at *OCA*

<b>Originator</b>	<b>Authorised by</b>	<b>Date Adopted</b>	<b>Date of Review</b>	<b>Next Review</b>
OCA/ Kirsty Holland	Board of Governors	January 2015/Amended October 2015	October 2021	October 2022

**FAO: Associate Vice Principal: Academic (JLY), Quality Nominee (HBT from September 2021), Examinations Officer (GMN), Programme Leaders:**

RPL at *OCA* focuses on assessment and awarding of credit for prior learning which may count as evidence towards:

- A unit accumulated towards a full Edexcel qualification.
- Unit or units recognised by an Edexcel Certificate of Achievement.
- A full Edexcel qualification.

Where units are assessed against assessment criteria or grading criteria, then all evidence must be evaluated using the stipulated criteria. In assessing a unit using RPL the assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria.

**In order to do this, Programme leaders will liaise with the Quality Nominee, Examinations Officer and Deputy Head of Curriculum.**

At *OCA*, RPL will be used for units, although where a full qualification is acknowledged a meeting will be held by JLY, HBT and GMN to discuss whether this is possible.

All prior knowledge and assessment evidence from a programme or different centre must be made available to JLY, HBT and GMN in order to make a decision.

The RPL process at *OCA* is **not** concerned with allowing for exceptional entry to, or exemption from, a programme of study.

The RPL process at *OCA* does **not** allow the recognition of any unit assessed by external assessment only because such units are subject to specific evidence requirements.

In order to carry out RPL, it is vital that every member of *OCA* BTEC team strive to ensure that:

- Learners are registered as soon as they formally start to gather evidence
- Records of assessment are maintained, as for any other unit/qualification
- Certification and claims are made according to normal procedures
- All relevant evidence is assessed before assessment decisions are confirmed

In the event of a learner moving BTEC courses within the school, the evidence of assessment must be put together in a file to be given to the QN and EO.

In the event of a learner moving from one BTEC centre to JLY, HBT and GMN, the EO will correspond with the previous centre to gather assessment evidence to then liaise with the QN **before** being registered on a BTEC course within the school.

Any questions regarding the above should be directed to the QN. H Brunt

### **Monitoring and review**

This policy will be reviewed every 2 years or in the following circumstances:

- Changes in legislation and / or government guidance.
- As a result of any other significant change or event.
- In the event that the policy is determined not to be effective.

Reviewed and amended October 2021.