

ITEC Dealing with Requests for Recognition of Prior Learning (RPL) Policy



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DEALING WITH REQUESTS FOR RECOGNITION OF PRIOR LEARNING (RPL)

INTRODUCTION

This document sets out the processes and requirements for claims for Recognition of Prior Learning (RPL.) RPL is optional and carries a fee of £25 plus VAT.

This document is aimed at Centres and Learner/s for ITEC to consider claims for RPL.

RPL FOR PRIOR LEARNING

In order to claim RPL for prior achievement of some learning outcomes, there will need to be sufficient supporting evidence that the prior achievement is fully equivalent to the learning outcomes/assessment methodology that form/s a specific part of the ITEC units and/or qualifications.

ITEC will not accept a request for RPL unless the Centre can provide full evidence of the Learner/s achievement. If the request is approved Learner/s will not be required to repeat learning/units previously achieved for some of the unit/s and learning outcomes. This may mean they can be exempt from attending some guided learning.

However, the Learner/s may still be required to undertake the final exam.

CURRENCY AND GRADING OF PREVIOUSLY ACHIEVED QUALIFICATIONS

ITEC will not be able to accept requests for RPL against non-regulated qualifications and those qualifications that are more than 5 years old as the knowledge and skills need to be up to date.

A maximum of 40% of RPL will be applied against an individual qualification. This is because ITEC did not set or mark the assessment of the original qualification issued by another Awarding Organisation and for which you are claiming RPL. Therefore, ITEC needs to validate that the learner's knowledge and skills meet the ITEC standard by measuring them against the ITEC learning outcomes and assessment criteria for a minimum of 60% of the qualification in order to issue an ITEC Certificate.

Learner/s will be awarded a 60% Pass mark for any RPL on ITEC units/Qualifications (this is because ITEC did not assess the whole qualification and is therefore unable to grade unit/s from another Awarding Organisation)

If a Learner/s wishes to gain a higher grade than 60%, they will need to take the ITEC examination/s.

It is the aggregate mark from all graded tasks specified within the qualification specification that form the overall grade of the qualification.

RPL CLAIMS AND FEES

RPL claims should be submitted to the ITEC Quality Assurance Team who will respond within 20 working days of receipt of the RPL claim. Quality Assurance contact: info@itecworld.co.uk

Please note an administration fee of £25 (including VAT) is payable on submission for the RPL claim.



CENTRE'S RESPONSIBILITY

The use of RPL is not mandatory, however, if Centre's wish to implement RPL they must have their own internal policies and appropriate resources to process claims for RPL.

Centres wishing to claim RPL must ensure that:

- The RPL claim directly relates to the knowledge, skills and understanding that will be assessed as part of the ITEC qualification the Learner is taking.
- Any achievement previously gained by the Learner/s for RPL, takes place prior to the Learner/s taking the ITEC qualification to which the RPL is being claimed
- The Centre fully maps any previous achievement by Learner/s directly against ITEC syllabus for every learning outcome on the unit/s. 100% mapping is required and must be submitted to ITEC with the claim.
- Any RPL requests have been approved by ITEC before the Learner/s start the assessment process on the relevant ITEC qualification
- Designated staff are in place with the appropriate expertise and competence to make decisions surrounding RPL and to quality assure the RPL process
- They follow the ITEC RPL policy and maintain appropriate RPL claim records for 3 years

THE PROCESS FOR CLAIMING RPL

Stage 1 - Information and Guidance

Enrolment - prior to enrolling the Learner/s, there may be the potential for RPL to be claimed through previous experience or learning. If the Learner/s would like to claim RPL they should be provided with the following information:

- The process of claiming RPL
- Centre support and guidance available to them
- Timelines and appeals information

Stage 2 - Evidence and Pre-assessment

- The Centre will be required to review evidence against the relevant Learner/s RPL claim. The evidence must be valid and reliable to ensure the integrity of ITEC's qualification/s.
- The evidence may include: Portfolios, essays, reports, prior qualifications, work experience records, certificates and transcripts
- The Centre may carry out pre-assessments to validate prior learning and competency
- The Centre is required to fully map (100%) of the evidence against the ITEC's syllabus for every learning outcome in the relevant unit/s

Stage 3 - Submission to ITEC

- The completed mapping of the RPL and the claim form (attached) with the evidence e.g. certificates must be submitted to ITEC for final Quality Assurance checks and approval
- ITEC will notify the Centre of the final RPL decision within 20 working days from receipt of the claim
- Once approval has been received, the Centre may implement any RPL



Stage 4 - Appeals

- If the Learner/s would like to appeal against the ITEC decision they are required to appeal through the Centre's appeals process in the first instance
- If the Centre upholds the appeal, the appeal can then be submitted to ITEC, following the [ITEC appeals policy](#).

REVIEW OF ARRANGEMENTS

ITEC reviews this policy and its associated procedures annually as part of ITEC's self-assessment arrangements and revises it as and when necessary in response to Customer, Learner/s or Regulatory feedback as well as any trends that may emerge in the subject matter of complaints received.

CONTACT US

If you have any queries about the contents of the policy, please contact ITEC's Customer Service Department on +44 (0) 208 994 4141 or email them at customerservices@itecworld.co.uk



CLAIM FOR RECOGNISED PRIOR LEARNING (TO BE SENT TO ITEC WITH ALL SUPPORTING EVIDENCE)

Centre No:		Centre Name:			
Learner No:		Learner No:			
Unit/s for RPL Claim:		Qualification Title the Learner is Registered on:			
Full Mapping/Supporting Evidence for the RPL Claim - Please Attach ALL Relevant Documents – e.g., Certificates/Evidence			Please Circle: YES NO		
Declaration: I am satisfied that the information provided is accurate and fully support the RPL claim for the above unit/s within the specified qualification					
Head of Centre/Exams Office Name:		Signature:		Date:	
An RPL administration fee of £25 will be added to your invoice					

