

## **Recognition of Prior Learning Policy**

### **Section 1 – Overview of the Policy**

#### **1.1 Policy Introduction**

English Speaking Board (International) Ltd. (ESB) is recognised as an Awarding Organisation in England, Scotland, Wales and Northern Ireland. As a regulated Awarding Organisation we are required by our regulators to have in place a document which outlines how we enable the use of Recognition of Prior Learning.

#### **1.2 Purpose of the Policy**

The purpose of this policy is to outline ESB's process for recognising learners' achievement through the Regulated Qualifications Framework (RQF) and to provide information for centres on how to apply for Recognition of Prior Learning (RPL).

#### **1.3 Communication of the Policy**

To meet its responsibilities to individual learners, a centre must, as far as it is practicable, communicate this policy with personnel involved in the management, assessment and quality assurance of ESB qualifications.

#### **The centre must:**

- know and understand RPL and related terminology
- ensure RPL is accessible and inclusive
- assess each potential learner
- ensure validity and reliability of the application
- make adjustment depending on the RPL outcome
- support the learner in the application process

#### **1.4 Review of the Policy**

English Speaking Board (International) Ltd. will review this policy annually, to ensure that our procedures and practices continue to meet legislative and regulatory compliance. We reserve the right to make ongoing changes in line with customer and stakeholder feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

## **Section 2 – Recognition of Prior Learning**

### **2.1 What does RPL mean?**

The Recognition of Prior Learning was the term adopted within the Qualifications and Credit Framework (QCF) to describe:

A method of assessment that considers whether a learner 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.

## **Section 3 – Arrangements**

### **3.1 RPL and ESB Speech Qualifications**

ESB does not recognise prior learning for its speech assessments as these are single unit qualifications and are externally assessed by ESB examiners.

### **3.2 RPL and ESB Language Qualifications**

In some cases, it may be possible for a learner who has completed an Award in ESOL Skills for Life for another Awarding Organisation to count towards an ESB certificate in ESOL Skills for Life. For example, a learner may have gained an Entry 3 Award in Speaking and Listening from another Awarding Organisation and may wish to use this qualification for an ESB All Modes Certificate.

### **3.3 RPL and Inspiring Confidence in Employability (ICE)**

The mandatory unit 'Introducing Oral Skills for Interview' is externally assessed by ESB.

However, learners may submit supporting evidence or a portfolio to show that they have met the requirements of any of the internally assessed units.

### **3.4 How do I decide who is eligible for RPL?**

The first step in the process is to seek evidence of how the learner's learning links to the learning outcomes of our qualification. A centre must decide whether the learner is eligible and ensure that the learner has all the necessary documentation to support the application process. ESB will consider the application and will consult with relevant subject experts in order to assess whether the prior learning is acceptable for recognition.

### **3.5 Who requests the application for RPL?**

It is the centre's responsibility to:

- submit the request on behalf of the learner
  - supply the awarding organisation with the necessary evidence
  - ensure validity, authenticity and reliability of the evidence
  - ensure that the evidence is current

### **3.6 What evidence is required for RPL?**

The centre will be expected to complete the necessary paper work and supply ESB with a photocopy of the learner's original certificate. The centre must also supply a signed declaration form stating they have seen the original certificate. ESB has the right to request any of the original certification. Any claims for RPL should be submitted as part of the booking procedure.

## Recognition of Prior Learning (RPL) Application Form

<b>ESB Qualification to be Achieved</b>	
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DETAILS	
<b>Candidate Name</b>	
<b>Centre Name</b>	
<b>Centre Coordinator</b>	
<b>Centre Address</b>	
<b>Centre Telephone Number</b>	

PREVIOUSLY AWARDED QUALIFICATION	
<b>Qualification Title</b>	
<b>Name of Awarding Organisation</b>	
<b>Date Awarded</b>	

I confirm that \_\_\_\_\_ (*name of candidate*) is a learner at  
 \_\_\_\_\_ (*name of centre*) and I have verified the original  
 certificate.

Signature: \_\_\_\_\_  
 (Centre Coordinator)

Date: \_\_\_\_\_

## Policy Definitions

**CCEA:** Council for the Curriculum, Examinations and Assessment has responsibility for the regulation of qualifications taken by learners in Northern Ireland.

**Centre:** A Centre is an organisation approved by ESB to offer ESB qualifications.

**Customer:** An approved Centre.

**Examiner:** A representative from the Awarding Organisation who judges learners' performance against a criteria.

**External Assessment:** An examination carried out and/or marked by an ESB examiner. **Internal Assessment:** An assessment carried out and marked internally by the Centre. **Learner:** An individual who is registered with ESB.

**Ofqual:** The Office of Qualifications and Examinations Regulation regulates qualifications, examinations and assessments in England.

**Qualification Wales:** Qualifications Wales is the independent organisation responsible for regulating general and vocational qualifications in Wales.

**RPL:** Recognition of Prior Learning.

**RQF:** The Regulated Qualifications Framework. This replaces the Qualifications and Credit Framework and the National Qualifications Framework and provides a single, simple system for cataloguing all qualifications.

Revision No	Change to previous release	Reason for change
4	SQA reference removed on p5	Withdrawal from SQA Accreditation