

# Recognition of Prior Learning (RPL) Policy

## Section 1 – Overview of the Policy

### 1.1 Policy Introduction

English Speaking Board (International) Ltd. (ESB) is regulated by the Office of Qualifications and Examinations Regulation (Ofqual), the Council for the Curriculum, Examinations and Assessment (CCEA) and Qualifications Wales and is required to have in place a document which outlines how we recognise prior learning for learners taking our qualifications. Condition E10 in the Ofqual Handbook General Conditions of Recognition states: In any circumstances where the policy it has in place permits the Recognition of Prior Learning, an awarding organisation must ensure the policy enables it to award qualifications in a way that complies with its Conditions of Recognition.

### 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 on their own merit
- 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 considers whether a learner can demonstrate that they can meet the requirements for a qualification or part of a qualification 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, are externally assessed by ESB assessors, and learners can be entered for whichever qualification and level is most appropriate for them.

### 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 use this Award to count towards an ESB Certificate in ESOL Skills for Life. For example:

- a learner may have achieved a Level 1 Award (Speaking and Listening) from another Awarding Organisation and an ESB Level 1 Award in ESOL Skills for Life for Reading and Writing. They may then apply for an ESB Level 1 Certificate in ESOL Skills for Life.
- a learner may have achieved an ESB Level 2 Award in ESOL Skills for Life (Speaking and Listening) and ESB Level 1 Awards in ESOL Skills for Life for Reading and Writing. They may then apply for an ESB Level 1 Certificate in ESOL Skills for Life.

ESB **ESOL International** qualifications are not eligible for RPL, as learners can be entered for whichever level is most appropriate for them.

### 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 valid copy 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.

### **3.7 How long will it take?**

Standard service level agreement (SLA) timings apply, i.e. a response within 24 hours and a decision within 5 days.

### **3.8 Is there a complaints procedure?**

If a centre or learner is not happy with a decision, they may follow the complaints procedure specified in ESB-POL-26 Enquiries, Complaints and Appeals Policy v2, available on the website, or email [product@esbuk.org](mailto:product@esbuk.org).

## Recognition of Prior Learning (RPL) Application Form



This form can be accessed [here](#) or via this QR code:

Please email [product@esbuk.org](mailto:product@esbuk.org) with a copy of the certificate(s) and to notify ESB that you are applying for RPL.

<b>ESB Qualification to be achieved</b>	
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DETAILS	
<b>Learner 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 learner*) is a learner at  
 \_\_\_\_\_ (*name of centre*) and I have verified the original certificate.

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

## Policy Definitions

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

**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.

**External Assessment:** An assessment carried out and/or marked by an ESB assessor.

**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.

Revision No	Change to previous release	Reason for change
4	SQA reference removed on p5	Withdrawal from SQA Accreditation
5	1.1 Policy introduction reworded 3.1 Reason added 3.2 Examples provided 3.7 Timings added 3.8 Complaints procedure added Throughout – terminology updated e.g. learner, assessor, assessment	Improve clarity