

Recognition of Prior Learning (RPL) Policy

Section 1 – Overview of the Policy

1.1 Policy Introduction

English Speaking Board (International) Ltd. (ESB International) 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 International'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 International 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

ESB International 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. What does RPL mean?

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

It is also possible for learners who have completed ESB ESOL Skills for Life Awards in Reading, Writing and Speaking & Listening to apply for an ESB Certificate in ESOL Skills for Life (an all-modes over-arching certificate). The Certificate is at the level of the three Awards, or if the Awards are at different levels, the Certificate is at the level of the lowest Award.

ESB ESOL International qualifications are not eligible for RPL, as they are four skill, all-modes qualifications and learners can be entered for whichever level is most appropriate for them.

3.2 RPL and ESB Speech Qualifications

ESB International does not recognise prior learning for its speech assessments as these are single unit, externally assessed qualifications and learners can be entered for whichever qualification and level is most appropriate for them.

3.3 RPL and Inspiring Confidence in Employability (ICE)

The mandatory speaking and listening components in the Inspiring Confidence in Employability qualifications are externally assessed by ESB International, and are stand-alone qualifications i.e. ESB Entry Level Awards in Introducing Oral Interview Skills (Entry 1), Developing Oral Interview Skills (Entry 2) and Oral Interview Skills (Entry 3). After achieving these qualifications, learners may submit supporting evidence or a portfolio to show that they have met

the requirements of any of the internally assessed units, thereby achieving Inspiring Confidence in Employability at Entry 1, 2, or 3.

3.4 How do I decide who is eligible for RPL?

The first step in the process is to seek evidence of the learner's previously achieved qualifications. 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 International 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 paperwork and supply ESB International 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 International has the right to request the original certificates. For applications for learners who have achieved ESB International Awards, the details of every assessment and Award will be verified.

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. Certificates will be posted within 10 days.

3.8 What does it cost?

Please see <https://esbuk.org/web/funding/centre-fees/> for current full Certificate administration fees.

3.9 Appeals

Learners and centres can appeal against the decision of ESB International not to recognise prior learning. If you wish to appeal, you must email the Chief Executive tina.renshaw@esbuk.org within 10 working days from the date the original decision was sent to you. Your Appeal will be investigated and dealt with in accordance with the ESB International [Enquiries, Complaints and Appeals Policy](#) pp 4-5.

Recognition of Prior Learning (RPL) Application Form

For one or two certificates, please complete the online form using this QR code or <https://forms.office.com/e/CygRuDRC3J>. You can also complete and scan the form below, and send it with a copy of the certificate(s) securely via [WeTransfer](mailto:product@esbuk.org) to product@esbuk.org.



If you are applying for a group of learners, please complete the information for all the learners on the form ESB-FRM-C61 RPL request form v1 at <https://esbuk.org/web/support/policies-and-procedures/> and send it securely via [WeTransfer](mailto:product@esbuk.org) to product@esbuk.org

ESB QUALIFICATION TO BE ACHIEVED	
DETAILS	
Learner Name	
Centre Name	
Centre Coordinator	
Centre Address	
Centre Telephone Number	
PREVIOUSLY AWARDED QUALIFICATION(S)	
Qualification Title(s)	
Name of Awarding Organisation	
Date Awarded	

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
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
6	3.8 Complaints procedure replaced by appeals procedure Application form updated	To reflect current practice New instruction on submitting documentation
7	3.2 Information added 3.3 Information added 3.6 Information added 3.8 Prices added Application forms updated	To reflect current practice To facilitate bulk requests