

Record of Prior Learning (RPL) Policy

Apprenticeship Provision based on [Apprenticeships: initial assessment to recognise prior learning - GOV.UK](#)

1. Purpose

This policy details the process Lee Marley follows to assess and recognise an apprentice's prior learning and experience before the commencement of their apprenticeship. The primary objective is to ensure that the apprenticeship is suitable for the individual apprentice. To achieve this, a thorough assessment is conducted to identify the apprentice's existing skills, knowledge, and experience. By doing so, Lee Marley can tailor the training programme to meet the specific needs of both the apprentice and their employer, providing a more effective and relevant learning experience. Furthermore, this assessment enables Lee Marley to comply with funding rules and avoid unnecessary duplication of learning, thereby optimising the apprenticeship programme.

2. Scope

This policy applies to all apprenticeships delivered by Lee Marley, for apprentices of all ages, and covers:

- Initial assessment procedures.
- Recognition of qualifications, skills, and experience.
- Funding and pricing adjustments in line with ESFA rules.

3. Principles

The Recognition of Prior Learning (RPL) assessment is undertaken prior to the commencement of the apprenticeship. The costs associated with the initial assessment, including RPL, are eligible for funding, ensuring that the process does not incur additional expenses for the employer or apprentice. The primary purpose of the RPL assessment is to determine the apprentice's starting point and identify any areas where exemptions can be applied, thereby tailoring the apprenticeship programme to their specific needs. The findings from the RPL assessment are meticulously recorded in the Evidence Pack, Individualised Learning Record (ILR), and Apprenticeship Service, providing a comprehensive and transparent record of the apprentice's prior learning and experience.

4. Responsibilities

Provider

To ensure an effective apprenticeship programme, a comprehensive initial assessment is conducted, comprising a skills scan, qualification check, and in-depth discussion. This assessment enables the comparison of the apprentice's existing knowledge, skills, and behaviours (KSBs) against the relevant occupational standard, identifying areas of strength and those requiring development. By doing so, unnecessary training can be removed from the programme, allowing for a more focused and efficient learning experience. Following this assessment, any necessary adjustments to the programme's duration and price are agreed upon and documented with the employer, ensuring a mutually beneficial and tailored apprenticeship.

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Employer

- Support the apprentice to provide accurate information.
- Agree any programme adjustments and revised pricing.

Apprentice

- Provide evidence of qualifications, training, or work history.
- Be transparent about previous learning and experiences.

5. Assessment Process

1. **Initial Skills Scan** – Apprentice completes self-assessment; provider verifies with employer input.
2. **Qualification & Training Review** – Check personal learning record and certificates.
3. **Experience Discussion** – Interview to explore job role alignment and aspirations.
4. **Mapping Exercise** – Map RPL against apprenticeship standard KSBs.
5. **Programme Adjustment** – Reduce content, duration, and price accordingly.

6. Special Considerations for 16–18 Year Olds

RPL is unlikely unless the apprentice has:

- Started or completed an apprenticeship.
- Undertaken a T Level or other relevant training.
- Relevant post-16 employment.

7. Recording and Evidence

All RPL decisions must be:

- Documented in the Evidence Pack.
- Reflected in the training plan and ILR.
- Supported by signed agreements from all parties.

8. Funding Adjustments

- Price is reduced proportionally to training removed, in line with ESFA formula.
- Minimum reduction = 50% of the prior learning percentage of total off-the-job hours.
- Calculation examples are retained for audit.

9. Monitoring and Review

- Training plan is reviewed early in-programme to confirm accuracy of RPL assessment.
- This policy is reviewed annually or when ESFA funding rules change.

Approved by:

Dan Clarkson

Nick Boulton

Chief Operating Officer

Managing Director – Scaffold

For and on behalf of Lee Marley Group

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