



# **ROCOGNITION OF PRIOR LEARNING (RPL) POLICY**

Version 1.0

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## **Recognition of Prior Learning (RPL) Policy**

### **1. Introduction**

Jeryk EC recognizes that learners acquire valuable knowledge, skills, and competencies through a variety of pathways beyond traditional classroom settings. This includes learning from formal education, professional training, workplace experience, volunteering, or self-directed study. The Recognition of Prior Learning (RPL) Policy provides a clear and structured framework to evaluate such prior learning and determine whether it can be credited towards a qualification or specific unit outcomes within a Jeryk EC programme. It can be also known as a process by which learners can gain credit towards a qualification for knowledge, skills, or experience acquired outside formal education. This can include work experience, previous study, training, volunteering, or self-directed learning.

The RPL process ensures that all assessments are conducted fairly, transparently, and consistently. It protects the academic integrity of Jeryk EC programmes while giving learners the opportunity to benefit from previous learning and experience. Recognition is only granted where prior learning aligns with the required learning outcomes and assessment criteria of the relevant unit or qualification.

RPL also supports inclusivity and flexibility in learning pathways, enabling learners to accelerate their studies, avoid unnecessary repetition, and achieve qualifications efficiently without compromising quality or standards. Through RPL, Jeryk EC demonstrates its commitment to lifelong learning, professional development, and recognition of diverse learner experiences.

### **2. Scope**

This policy applies to all learners enrolled in, or applying for, Jeryk EC programmes who wish to have prior learning recognized. It encompasses:

- Formal learning: Previous education and qualifications from recognized institutions or awarding bodies.
- Non-formal learning: Training programmes, professional courses, certifications, or workshops outside formal education.
- Experiential learning: Knowledge and skills gained through employment, internships, volunteering, or practical experience.
- Informal learning: Self-directed learning, community involvement, or other relevant personal experiences that meet learning outcomes.

The policy applies across all levels of programmes, including vocational, professional, and academic qualifications, and includes full or partial recognition depending on the alignment of prior learning to the unit outcomes. It ensures that all RPL applications are considered objectively and consistently, while maintaining the standards required by awarding bodies, regulatory authorities, and Jeryk EC internal quality assurance processes.

### **3. Definition of Recognition of Prior Learning (RPL)**

RPL is the process by which a learner's existing knowledge, skills, and competencies are assessed against the learning outcomes of a unit or qualification. It allows learners to receive credit for prior learning without having to repeat content they already understand or can demonstrate competence in.

For learning to be recognized under RPL, it must meet the following criteria:

- **Validity:** The evidence provided must directly relate to the specific learning outcomes of the unit.
- **Authenticity:** Evidence must be the learner's own work or verifiable through official records or credible references.
- **Currency:** Learning must be recent enough to ensure relevance to the current course requirements.
- **Sufficiency:** Evidence must be comprehensive and detailed enough to cover all relevant outcomes for the unit or qualification.

RPL does not compromise the academic standards of the qualification, nor does it provide an unfair advantage over other learners. It is a process designed to recognize achievement, streamline learning, and avoid unnecessary duplication.

### **4. Eligibility & Application Process**

Learners wishing to apply for RPL must formally submit an application to Jeryk EC prior to commencing the relevant unit or programme. To ensure a robust and fair assessment, applications must be supported by clear evidence mapping prior learning to the unit outcomes.

Learners who wish to apply for Recognition of Prior Learning (RPL) must submit a formal application to Jeryk EC before commencing the relevant unit or programme. The application requires completion of the RPL Application Form, accompanied by a detailed mapping of prior learning that demonstrates how the learner's knowledge, skills, and experience align with the unit learning outcomes. All supporting evidence, such as certificates, transcripts, work experience records, portfolios, project samples, references, or reflective statements, must be included to substantiate the application. Submissions should be made in advance of the unit start date to allow sufficient time for assessment and ensure that learners receive timely advice regarding the outcome of their application.

#### 4.1 Application Requirements

- RPL Application Form: Completed and signed by the learner.
- Mapping of Prior Learning: A detailed mapping that shows how the learner's knowledge and skills align with the unit learning outcomes.
- Supporting Evidence: Documentation such as:
  - Certificates or transcripts from prior courses or training
  - Employment records or job descriptions demonstrating relevant skills
  - Portfolios, projects, or work samples
  - References from employers or educational supervisors
  - Reflective statements demonstrating application of knowledge and skills

#### 4.2 Assessment of Applications

- The application is reviewed by a qualified assessor trained in RPL evaluation.
- Evidence is assessed for relevance, authenticity, and alignment with the learning outcomes.
- Jeryk EC may request additional evidence or clarification to ensure a comprehensive and fair evaluation.
- The assessor will:
  - Check that the application form and supporting evidence are complete.
  - Map evidence to the learning outcomes of the unit.
  - Request clarification or additional evidence if necessary.
  - Conduct any professional discussion, interview, or skills demonstration.
  - Make a decision and document the outcome.

#### 4.3 Eligibility Criteria

Learners are eligible for RPL if they can provide clear, verifiable evidence that prior learning covers the learning outcomes of the relevant unit. While there are no restrictions based on the source of prior learning, applications must demonstrate that prior knowledge or skills are current, comprehensive, and directly relevant.

- Acknowledge receipt of RPL application within 5 working days.
- Complete assessment and communicate the outcome within 20 working days of receiving all evidence.

## **5. Assessment Methods and Outcomes**

RPL assessments are conducted using rigorous, valid, and transparent methods that align with the nature of the learning and the unit being assessed. Methods may include:

- Portfolio Review: Examination of documented evidence, work samples, and reflective statements.
- Professional Discussion / Interview: A structured conversation with the assessor to validate understanding and competency.
- Skills Demonstration: Practical demonstration of skills where applicable.
- Written Assessment or Case Study: Submission of a written work demonstrating knowledge application.

### **5.1 Possible Outcomes**

Following assessment, learners may receive:

- a) Full Recognition: All unit learning outcomes are satisfied; the learner is awarded full credit.
- b) Partial Recognition: Some learning outcomes are met; the learner must complete additional assessment or learning activities to achieve full credit.
- c) No Recognition: Evidence does not meet the required learning outcomes; the learner must complete the unit in full.

Learners will be informed of the outcome of their RPL application in writing, either via email and/or an official letter from Jeryk EC. The communication will clearly specify the outcome (full, partial, or no recognition), provide the rationale for the assessment, and outline any further actions required, such as additional assessments for partial recognition. This ensures transparency, clarity, and allows learners to understand the outcome and any subsequent steps needed to complete their unit or programme.

## **6. Confidentiality and Record Keeping**

Jeryk EC treats all RPL applications and supporting evidence as confidential. Access to documents is limited to authorized academic and administrative staff involved in assessment or quality assurance. Records are maintained securely in accordance with the Data Protection and Record Retention Policies and are only used for purposes directly related to RPL assessment, audits, or awarding body verification.

RPL documentation includes:

- Completed RPL Application Forms
- Supporting evidence and portfolios
- Assessor evaluation notes
- Outcome letters and correspondence
- Appeals or dispute records (if applicable)

Records are retained for the duration specified in Jeryk EC's retention schedule, ensuring compliance with regulatory and awarding body requirements.

## **7. Appeals and Dispute Resolution**

Learners who are dissatisfied with an RPL decision have the right to appeal in line with the Jeryk EC Appeals Policy. Appeals must:

- Be submitted in writing within the specified timeframe
- Clearly outline the grounds for appeal (e.g., procedural errors, new evidence, or perceived inconsistency in assessment)

Appeals are reviewed by a senior academic or independent panel not involved in the original assessment. The outcome of an appeal is final within the institution, although further escalation may be possible through the awarding body or regulatory authorities where permitted.

## **8. Policy Review and Continuous Improvement**

This RPL policy is reviewed regularly to ensure that it remains:

- Compliant with awarding body and regulatory standards
- Aligned with best practices in adult learning and recognition of experiential learning
- Clear and accessible to learners and staff

Feedback from learners, assessors, and external verifiers is used to continuously improve the RPL process. Updates or amendments are approved by Top Management or the Academic Board and communicated to learners and staff via official channels and the Jeryk EC website.