

1. Introduction

Recognition of Prior Learning (RPL) allows learners to demonstrate that they already meet some, or all, of the qualification requirements through previous experience, training or competence. The Leisure Experts Qualifications (TLEQ) recognises RPL as an essential pathway for widening participation and supporting professional progression, while ensuring that the achievement awarded remains valid, reliable, and fully aligned with the intended learning outcomes.

This procedure sets out how education hubs must manage, support and submit RPL applications to TLEQ. It clarifies the stages of evidence collection, assessor review, internal quality assurance, and final submission for approval. It reflects regulatory expectations (CCEA / Ofqual / QQI), ensuring that all RPL decisions are objective, fair, transparent and auditable.

This procedure must be read in conjunction with the **TLEQ Recognition of Prior Learning Policy (06.14)**, **TLEQ Recognition of Prior Learning Education Hub Assessor Guidance (06.16)**, and the TLEQ Qualification Specification for the relevant programme.

2. Purpose of the RPL Submission Procedure

This procedure ensures that:

- Learners have fair access to RPL where appropriate
- RPL evidence is authentic, sufficient and directly aligned to qualification outcomes
- Education hubs follow a consistent, structured approach
- Assessors and Internal Quality Assurers apply RPL criteria accurately
- TLEQ retains oversight of all final RPL decisions
- A full audit trail exists for every RPL application

Recognition of Prior Learning cannot be used to shortcut training or assessment. Instead, it demonstrates competence already achieved.



3. Learner RPL Enquiry and Initial Information

Learners who believe they may be eligible for Recognition of Prior Learning must begin by expressing their interest to their education hub. The Hub is responsible for:

- Acknowledging the enquiry
- Explaining the RPL process and evidence expectations
- Providing TLEQ Recognition of Prior Learning Application Form and Evidence Checklist
- Confirming whether RPL is potentially appropriate

At this stage, learners must be informed that all evidence must be emailed to qualityassurance@tlequalifications.com as part of the final submission.

4. Learner Application and Evidence Preparation

The learner completes:

- TLEQ Recognition of Prior Learning (RPL) Application Form [CLICK HERE](#)
- TLEQ Recognition of Prior Learning Evidence Checklist [CLICK HERE](#)
- A portfolio of supporting evidence (qualifications, CPD, work product, testimonials, logs, videos, workplace records, etc.)

Evidence must meet TLEQ four validity criteria:

1. **Authentic** – created by the learner
2. **Relevant** – directly mapped to the qualification outcomes
3. **Sufficient** – shows full achievement of the outcome
4. **Current** – normally within 5 years unless justified otherwise

The education hub must support the learner in understanding, but not creating evidence.

5. Assessor Review and Mapping

A qualified assessor must complete a detailed review of the learner's submission. Their responsibilities include:



- Mapping each item of evidence to the qualification outcomes
- Completing **TLEQ Recognition of Prior Learning Assessor Review Form** [CLICK HERE](#)
- Identifying any gaps where assessment would still be required
- Making a provisional recommendation (approve / further evidence required / not suitable)
- Ensuring the learner understands any additional actions required

The assessor must not make a final decision; they make a recommendation only.

6. Internal Quality Assurance (IQA) Sampling and Review

The Internal Quality Assurer (IQA) must complete a second-stage review to ensure:

- The mapping is accurate
- Evidence meets TLEQ and regulatory requirements
- The assessor's recommendation is justified
- The process has been completed correctly

The IQA must complete the **TLEQ Internal Quality Assurer Recognition of Prior Learning Sampling Form**, [CLICK HERE](#), noting any adjustments or concerns.

If the IQA finds gaps or inconsistencies, the education hub must resolve these before submission.

The IQA confirms the outcome as:

- Eligible for submission to TLEQ
- Not eligible (with reasons)

Note: The Internal Quality Assurer does *not* approve RPL, only TLEQ can approve final RPL outcomes.



7. Education Hub Manager / Responsible Officer Final Submission

Once the assessor and Internal Quality Assurer reviews are complete, the Education Hub Manager / Responsible Officer compiles:

- Completed RPL Application Form
- Evidence portfolio
- Assessor Mapping Form
- IQA Review Form
- A summary cover sheet

The Hub must then submit this via the **TLEQ Education Hub Manager RPL Submission Form** [CLICK HERE](#) and email all evidence files to:

qualityassurance@tlequalifications.com.

The submission is logged automatically in the **TLEQ Recognition of Prior Learning Data Log (06.20)** for monitoring.

Note: Incomplete submissions will be returned.

8. TLEQ Quality Assurance Review

TLEQ conducts its own independent review to ensure:

- The mapping is accurate
- Evidence is sufficient and valid
- The qualification outcomes are fully demonstrated
- No undue influence, bias or conflict of interest has occurred
- The process aligns with regulatory expectations (CCEA / Ofqual / QQI)

Low-risk cases may be reviewed by the TLEQ Recognition of Prior Learning Panel. Medium or high-risk cases are escalated to TLEQ Responsible Officer, who issues the final determination on behalf of TLEQ.



9. Decision, Outcome and Communication

The outcome will be one of:

- **Approved** – Full RPL Granted
- **Approved** – Partial RPL Granted (additional assessment required)
- **Not Approved** – Full Assessment Required

Learners receive the official TLEQ RPL Outcome Letter, which outlines:

- The decision
- Reasons for the decision
- Next steps
- Appeal rights

Education hubs receive a mirrored version for their records.

All outcomes are logged in the **TLEQ Recognition of Prior Learning Data Log (06.20)** and reviewed during the annual RPL monitoring cycle.

10. Retention, Audit and Continuous Improvement

All RPL records must be retained for a minimum of three years and made available to TLEQ upon request. TLEQ reviews and analyses RPL trends annually as part of the Governance Cycle set out in **TLEQ Governance Policy (02.03)**, and this analysis contributes directly to **TLEQ Annual Quality Improvement Plan (06.13)**, ongoing risk management through **TLEQ Risk Register (09.01)**, Equality, diversity and inclusion monitoring under **TLEQ Equality, Diversity and Inclusion Policy (07.01)**, and the wider programme of external quality review reflected in **TLEQ Quality Assurance and Governance Framework (06.12)**. Where the quality, accuracy or completeness of RPL submissions falls below expected standards, TLEQ may issue actions to the education hub to ensure compliance and improvement.



11. Record of Approval and Review

At TLEQ, regulatory assurance is more than compliance, it is our commitment to quality, fairness, and the lifelong trust placed in our qualifications.

Version	Date of Approval	Approved By	Next Review	Owner
25.11.1	3 November 2025	TLEQ Board of Directors	1 November 2026	Governance Lead

12. Sign-Off

Approved by:

TLEQ Board of Directors Chair: Joni Harding (3 November 2025)

Responsible Officer: Paul Cain (3 November 2025)

Governance Lead: Rory Ryan (3 November 2025)

