Recognition of Prior Learning (RPL) Policy and Procedure

1. Purpose

The purpose of this policy is to outline the principles and procedures for the Recognition of Prior Learning (RPL) at Hayat Medical Training. RPL acknowledges and assesses the skills, knowledge, and experience that learners have gained outside of formal education and training, enabling them to receive credit towards medical training programs.

2. Scope

This policy applies to all prospective and current students of Hayat Medical Training who wish to apply for recognition of their prior learning towards our accredited medical training programs.

3. Policy Statement

Hayat Medical Training is committed to providing an equitable and transparent process for the recognition of prior learning. The RPL process aims to:

- Assess the relevance and currency of prior learning.
- Ensure that RPL decisions are based on clear and consistent criteria.
- Support learners in achieving their educational and professional goals.

4. Eligibility

To be eligible for RPL, learners must:

- Provide evidence of prior learning that is relevant to the learning outcomes of the training program they wish to enter.
- Demonstrate that the prior learning has been gained through formal or informal education, work experience, or other relevant activities.
- Ensure that the prior learning is current and aligns with the standards of Hayat Medical Training's programs.

5. Application Process

5.1 Application Submission

- Learners must submit an RPL application form along with supporting documentation to the Administration Team
- Documentation may include certificates, transcripts, work experience records, and any other relevant evidence.

5.2 Assessment

- Administration Team will review the application and documentation, also contacting awarding body Qualsafe to ensure that RPL is eligible

5.3 Evaluation Criteria

- Relevance: The prior learning must align with the learning outcomes of the training program.
- Currency: The skills and knowledge must be up to date with current industry standards and practices.
- Evidence: The learner must provide sufficient evidence to support their claims of prior learning.

5.4 Decision

- The Administration Team will provide the final decision upon liaising with Qualsafe
- If RPL is granted, the learner will be awarded credit for the relevant components of the program.
- If RPL is not granted, the learner will be provided with feedback on the reasons and advised on possible next steps.

6. Appeals Process

Learners who wish to appeal an RPL decision must submit a written appeal to the Administration Team within 14 days of receiving the decision. The appeal will be reviewed by an independent panel, and a final decision will be communicated to the learner within 21 days.

7. Confidentiality

All RPL applications and associated documentation will be handled confidentially and used solely for the purpose of assessing prior learning. Personal information will be protected in accordance with Hayat Medical Training's privacy policy.

8. Review

This policy and procedure will be reviewed annually to ensure its effectiveness and relevance. Updates will be made as necessary to reflect changes in industry standards and regulatory requirements.

9. Contact Information

For more information about the RPL process, please contact:

Administration Team
Admin@hayatmedicaltraining.com

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