



Registered Charity 1171812

Recognition of Prior Learning

Summary	
Policy Reference Number	17E
Category	Exams
Authorised by	Curriculum Committee
Responsibility of	Examinations Manager
Status	Updated October 2025
Next Review Date	October 2026

Introduction

Recognition of Prior Learning (RPL) recognises and acknowledges skills acquired through formal, informal or non-formal learning. Learners who receive RPL will earn their qualification without the need to re-learn what they've already learnt when it is part of the requirements of a qualification offered by Connie Rothman School, Approach Learning and The Trust (CRLT). The procedures we follow are outlined below.

Evidence Required

Evidence is at the core of RPL and is required to recognise any experience or work given credit. We will not recognise any previous experience or work without appropriate evidence and assurance that the prior work is the product of the student. Depending on the desired qualification of the student, the evidence requirements will vary. A range of documentation may be used to apply for recognition of prior learning and covers formal, informal and non-formal learning and could include letters from previous educational institutions and, certificates that may have been awarded by other institutions, and the work completed by the student with signed and certified affidavits from teachers and heads of departments.

Evidence considered may include formal learning such as records of completed training, assessment items and records, and student records; and informal learning such as employer statements/declarations, work history records including job descriptions, performance reviews, volunteer work with records, and professional or trade association membership with records of learning, participation and work.

Advice

Once training providers have identified the required evidence, advice will be given to the students regarding the previous experience and work to ensure that the evidence they submit is in line with the standards for the prior learning recognition assessment process and meets the standards of Connie Rothman School and Approach Learning.

RPL Assessment

As part of the RPL, we will assess the skills of the student using the appropriate RPL methods required for the specific qualification. These methods will allow for reasonable adjustments that consider the literacy level, cultural background and experience of the student, and will not be used to evaluate skills such as literacy, except when they are essential to the learning outcomes of the qualification.

Outcome

The results of the assessment will be recorded for future reference. The final decision may take into consideration the learner's educational needs with input from the schools SENDCo. All formal qualifications must be relevant to the specific course. The final decision will be made by a committee that will include the course's teacher, Assistant Head Teacher in charge of Curriculum and Learning, and SENDCo. Appeals regarding the decision may be submitted to the Headteacher, and in cases where a further appeal is necessary following the Headteacher's decision, they may be made to the Chief Executive of CRLT, who may involve Board of Trustee members. The student and any stakeholders will be informed in writing within fourteen days of each level of the appeal process.