



# Recognition of Prior Learning (RPL) Policy

## Introduction

Recognition of Prior Learning or RPL is the recognition of a learner's previous achievements and / or experience. RPL is a process of recognising previous learning, experience or achievement so that a learner does not have to repeat learning or assessment.

## What is Recognition of Prior Learning?

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the learning outcomes and assessment requirement for a qualification, so that they do not have to repeat learning or assessment

This means that learners can be assessed against current qualification criteria taking in to account their previous qualifications and teaching experience.

Importantly, it must be noted that RPL is not a short cut to qualifications as you must achieve the same standards, learning outcomes and assessment criteria as those learners attending a formal taught course.

This is an assessment only method and no teaching/training is available.

## What Qualifications can be accepted for RPL?

RPL can be applied to any internally assessed qualification, these are ones that are assessed by the course tutor eg

- SEQ Level 1 Swimming Assistant (Teaching)
- SEQ Level 2 Teaching Swimming
- SEQ Level 2 Teaching Swimming to Babies and Toddlers

## What types of RPL do we accept?

### Assessment Transfer

This type of RPL relates to assessment criteria of a qualification that have been mapped against assessment criteria of another qualification and they are found to be met in part or full. This type of RPL will have been defined and provided by SEQ.

An example of this type of RPL:

A learner holds the SEQ Level 2 Teaching Swimming qualification and they wish to complete the SEQ Level 2 Teaching Swimming to Babies and Toddlers qualification – RPL is given for certain assessment criteria either in part or full based on having already achieved the first qualification.

### Exemption

This type of RPL applies to any formal achievement which is deemed to be equivalent but does not necessarily share the exact same learning outcomes and assessment criteria. For this type of RPL the previous achievement must be mapped to the new qualification to determine equivalence, to identify the level of exemption, currency of evidence and where the gaps are that may require further assessment.



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### Non-Certification

This type of RPL relates to non-certificate learning or experience that may exempt a learner from a further course of learning. This type of RPL will require mapping against the learning outcomes and assessment criteria for the qualification. Evidence provided for this type of RPL must be current and allow the assessor to consider if the learner would meet the learning outcomes and assessment criteria for this qualification.

### Applying for RPL

1. All learners are initially assessed by completing a RPL (recognition of prior learning) questionnaire and submitting any relevant qualifications to check their knowledge, skills and training in teaching both in swimming and other areas for sports and education. Some programmes are subject to an initial assessment fee.
2. Where an application for RPL is approved you will be required to make payment of the relevant RPL fee prior to any further assessment taking place.
3. A copy for the qualification specification will be provided along with an assessment plan/tracking document to aid collection and submission of relevant evidence.
4. You will be required to send assessment evidence in a suitable format to your assessor which includes (dependant on the qualification):
  - a. Qualification certificates
  - b. Portfolio documents eg lesson plans (depending on the qualification you have applied for)
  - c. Video recordings of your teaching.
  - d. Theory questions
  - e. Professional discussion
  - f. Complete assessment tracking document

You will be advised of the content of the portfolio to be submitted once payment has been received.

5. In order to meet the requirements of the qualification in particular practical aspects it is essential that you check the learning outcomes and assessment criteria carefully before submitting your work for assessment
6. Professional discussions may be required to verify currency of knowledge
7. Where shortfalls in evidence are identified these gaps need to be filled and may require completion of current assessment tasks including assessment in a practical environment
8. If you meet the required standard for the qualification(s) you have applied for the results will be forwarded to the Awarding Organisation for certification. It should be noted that both internal quality assurance and external quality assurance checks, where relevant, need to be completed prior to certificates being claimed.
9. If you do not achieve the required standard your assessor will give you feedback on the areas you need to develop. You will then be required to resubmit your work to be reassessed or you may be recommended to attend a formally taught course or part of course.

### What if I am deemed to not meet standard?

Applying for RPL does not automatically guarantee that you will be awarded the qualification that you have applied for. You are required to meet the same learning outcomes and assessment criteria and standards as those attending a formally taught course or part of course.



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Where the assessor agrees that there are only a few pieces of evidence or criteria that need to be worked on you may resubmit this work. There may be an additional fee to pay for the assessor time at the current rate.

Where the assessor feels that you do not have the experience, knowledge or have not been able to provide suitable evidence to meet the learning outcomes and assessment criteria of the qualification you will be directed to attend a specific course or parts of course.

### **How to apply for RPL**

Applications for RPL are made by completion and submission of an [RPL/Initial Assessment Form](#), along with relevant pre-requisite qualifications and payment of initial assessment fee (where required).

RPL Applications should be [emailed](#) to Survive and Save Training

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