

Recognition of Prior Learning

Policy Introduction

If you already have qualifications or evidence of prior learning, you may receive recognition and thereby gain credit for similar areas of study in the course you are enrolling on. This is known as Recognition of Prior Learning (RPL).

You may apply for RPL by presenting evidence of how learning outcomes from earlier qualifications match those in the current course or by some other means of demonstrating your current knowledge. This document is designed to help you understand the RPL process and how you may apply.

Prior learning may be demonstrated from recognised qualifications, or experience gathered through working. There are various ways in which the evidence may be presented and they may include previous qualifications, a one-to-one discussion, witness testimony or a practical skills test.

Applying for RPL is a voluntary process and as part of our commitment to quality assurance, SIRM seeks to provide learners with guidance and support to help them achieve their learning and development goals while meeting any regulatory requirements.

Please note that our decision must be verified by our awarding body, where applicable. The process of RPL will have the same monitoring and quality checks as any other form of assessment (test, observation etc.), by both us and the awarding body.

If you achieve a unit through RPL it will have the same recognition as a unit achieved as part of a study programme. RPL can be used for any QCF/RQF unit unless the 'assessment requirements' do not allow for this, providing you have suitable evidence that relates to the area of learning.

Scope of Qualifications for RPL

This policy applies to all SIRM courses and where the awarding body allows, RPL must also be approved by them.

Policy Statement

Our policies are reviewed on a yearly basis to ensure that they meet current industry standards and guidelines. This policy is about prior learning and recommends ways a learner can meet any requirements and thereby avoid repetition of learning and assessment. We

recognise that knowledge and skills may be acquired from a wide range of learning experiences, both formal and informal and saves time and money by avoiding duplication of learning. SIRM's Recognition of Prior Learning (RPL) includes any methods of assessment which may demonstrate learners can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so not need to develop further. RPL must show that all learning outcomes of a unit or qualification have been met before accreditation may be granted. Evidence of learning must be deemed to be current, valid and reliable.

Key Points of RPL Policy

- RPL is a valid method of enabling individuals to claim credit for units, regardless of how their learning was achieved.
- RPL has tended to occur mainly around enrolment time, though it can occur at any point during training should it become evident that assessment for relevant prior learning may be appropriate.
- RPL can be used where a learner has not had their prior learning formally recognised.
- Our RPL process and decisions arising from the process should be transparent, rigorous, reliable, fair and accessible.
- RPL is a voluntary process. If you wish to apply, we will offer you advice and guidance on the range of evidence required to support a claim for credit through RPL.
- Our RPL process is subject to the same quality assurance and monitoring standards as any other form of assessment.
- Any decisions made by SIRM for RPL must be approved by the awarding body for that qualification.
- In assessing a unit using RPL the assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria.

Terminology

SIRM uses the term Recognition of Prior Learning (RPL) in connection with the QCF qualifications it offers. RPL policies may be referred to by other terms as listed below:

Accreditation of Prior Learning (APL)

Accreditation of Prior Experiential Learning (APEL)

Accreditation of Prior Achievement (APA)

Accreditation of Prior Learning and Achievement (APLA)

Appendix 1: Pearson BTEC Higher National qualifications in Business Recognition of Prior Learning

Full information on Pearson BTEC HND Business RPL can be found:

<https://hnglobal.highernationals.com/sites/default/files/rplhnbusiness2021v2.pdf>

The RQF Pearson BTEC Level 4 Higher National Certificate in Business (2016) unit content mapped to the Level 4 units available in the RQF Pearson BTEC Higher National Business programmes (2021)

HNCs in Business: Unit Mapping Overview

This mapping document is designed to support centres who wish to recognise student achievement in older (**2016**) Higher Nationals within the new (**2021**) qualifications. The document demonstrates where content is covered in the new suite, and where there is new content to cover to ensure full coverage of learning outcomes.

P – Partial mapping (some topics from the old unit appear in the new unit)

X – Full mapping + new (all the topics from the old unit appear in the new unit, but new unit also contains new topic(s))

N – New unit

Unit no.	Unit title in 2016 RQF HN programme	Maps to unit number on existing QCF HN programme	Maps to unit title in 2021 RQF HN programme	Level of similarity between units
1	Business and the Business Environment	1	Business and the Business Environment	X
2	Marketing Essentials	2	Marketing planning and processes	P
3	Human Resource Management	3	Human Resource Management	X
4	Management and Operations	4	Leadership and Management	P
5	Management Accounting	5	Accounting Principles	P
6	Managing a Successful Business Project	6	Managing a Successful Business Project	X
7	Business Law	7	Business Law	X

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Unit no.	Unit title in 2016 RQF HN programme	Maps to unit number on existing QCF HN programme	Maps to unit title in 2021 RQF HN programme	Level of similarity between units
8	Innovation and Commercialisation	8	Innovation and Commercialisation	X
9	Entrepreneurship and Managing a Small Business	9	Entrepreneurial Ventures	P
10	Financial Accounting	10	Recording Financial Transactions	X

HNCs in Business: Unit Mapping in Depth

The RQF Pearson BTEC Level 4 HNC Certificate in Business (2016) mapped against the new RQF Pearson BTEC Level 4 HNC Certificate in Business (2021) units.

RQF 2016 HNC Units		RQF 2021 HNC units		Mapping comments		Miss Learning Outcomes
No	2016 RQF unit title	No	2021 RQF unit title	2016 LOs	2021 LOs	2021 LOs
1	Business and the Business Environment	1	Business and the Business Environment	LO1 LO2 LO3 LO4	LO1 LO2 LO3 LO4	
2	Marketing Essentials	2	Marketing Planning and Processes	LO1 LO2 LO3	LO1 LO2 LO3	LO4
3	Human Resource Management	3	Human Resource Management	LO1 LO2 LO3 LO4	LO1 LO2 LO3 LO4	
4	Management and Operations	4	Leadership and Management	LO1- LO3 LO2	LO1 LO4	LO2 LO3
5	Management Accounting	5	Accounting Principles	LO1 LO2 LO3	LO1 LO2 LO4	LO3
6	Managing a Successful Business Project	6	Managing a Successful Business Project	LO1 LO2 LO3 LO4	LO1 LO2 LO3 LO4	
7	Business Law	7	Business Law	LO1 LO2 LO3 LO4	LO1 LO2 LO3 LO4	

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RQF 2016 HNC Units		RQF 2021 HNC units		Mapping comments		Miss Learning Outcomes
No	2016 RQF unit title	No	2021 RQF unit title	2016 LOs	2021 LOs	2021 LOs
8	Innovation and Commercialisation	8	Innovation and Commercialisation	LO1 LO2 LO3 LO4	LO1 LO2 LO3 LO4	
9	Entrepreneurship and Managing a Small Business	9	Entrepreneurial Ventures	LO1 LO2 LO3 LO4	LO1 LO2 LO3	LO4