1.   Recognition of Prior Learning Guide

Recognition of prior learning (RPL) is a process to prevent learners from being assessed repeatedly for knowledge, skills or understanding that they already have. It will allow those involved in swimming teaching and lifesaving that already have the knowledge, skills or understanding, gained from continuous learning that may have occurred over a number of years or hours, to achieve the qualification without having to complete a course.

This Policy is designed to assist Triton Training as an Approved Training Centre with developing a simple process for recognising a prior achievements and/or experience.

2.   Definition

Recognition of Prior Learning (RPL) is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

3.   Benefits of RPL

Learner benefits

- It reduces the duplication of learning
- It provides recognition of skills and/or knowledge gained without previous formal acknowledgement
- Learners can complete this without having to take time from work or attend a learning programme
- Learners can complete this as a method of upskilling if they need to re-enter a workplace. Employer benefits
- It enables the skills and competencies of staff to be recognised
- It is an effective method of retaining staff
- It allows for gaps and shortages in skill to be filled
- It allows for contribution and commitment to the development of the workforce. Training provider benefits
- It enables more individualised learning pathways for learners
- It raises the retention and success rates of learners
- It attracts new groups of learners to particular qualifications

4. Application for Recognition of RPL

Triton Training ensure that all learners wishing to enrol onto a Swim England, STA or RLSS Course are informed of the possibility of claiming credit for prior learning and/or knowledge on their website and via email upon request to Info@tritontraining.co.uk.

1. All learners will have the opportunity to advise Triton Training of any potential RPL at the point of booking.
2. Any potential RPL must be bought to the attention of the Triton Training Quality Manager via email at Info@tritontraining.co.uk as soon as reasonably possible by the relevant party. This may be a learner or assessor.
3. All applicants and potential RPL will be verified by confirming details of RPL with the candidate and the assessor assigned to that learner within 10 working days.
4. The assessor will assess the relevant RPL and complete appropriate documentation specific to the relevant awarding body's requirements to accurately record this within 10 working days. Details of pre-assessment detailed below.
5. An IV will sample RPL assessment decisions using the initial assessment documentation and those completed by the assessor to verify this.
6. The Triton Training Quality Manager will then take any appropriate action to record RPL in line with the relevant awarding body requirements, listed in the front of all awarding body qualification specifications within 10 working days.
7. Any RPL will be recorded appropriately so that any external scrutiny is possible and fairness and equality can be suitably evidenced.
8. Once the RPL has been approved the assessor and learner will be notified.
9. If those requesting RPL consider that fairness and equality have not been maintained they can progress through the Triton Training Appeals Policy.
10. If learners should have any queries then they should contact Info@tritontraining.co.uk .

5. Pre-assessment

If the learner decides to proceed with RPL, it is important that Triton Training provides information on the implications of their decision before commencing the collection of evidence. The learner will need to agree to their understanding of RPL, provide sufficient evidence to make a viable claim, as well as be able to make decisions about evidence collection and presentation for assessment. The learner will begin to gather evidence to meet the requirements of the unit(s). The evidence requested must be able to meet the assessment standard of the unit(s) identified within the learning outcomes.

6. Assessment

The evidence submitted must be assessed to the same standard as any other qualification framework outlined by the relevant awarding body and must be subject to the same quality assurance procedures (e.g. internal verification and external verification) as any other assessment process. Assessment must be valid and reliable to ensure the integrity of both the award of credit and the RPL process as a whole.

7.   Feedback

After assessment has taken place, the Assessor will be required to provide feedback to the learner, discussing the results and provide support or further guidance on options available for further development. The Assessor will provide an outcome as to whether the learner can be awarded. The results will then be reported to the relevant awarding body in the form of a Summary of Learner Achievement specific to that qualification.

8.   Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	09/05/2019	Krystal Buckley
2	Written, Checked and Approved	01/01/2020	Krystal Buckley
3	Written, Checked and Approved	01/01/2021	Krystal Buckley

9.   Internal Documents & Forms

1.   Learner Initial Assessment Form
2.   Learner Induction
3.   Learner Individual Learning Plan
4.   Learner Progress Report
5.   Learner Summary Achievement
6.   Learner Exit Interview

10.   Sources of Information

7.   RLSS Guidance Documents.
8.   Swim England Guidance Documents.
9.   STA Guidance Documents.
10.   Swim England V2
11.   STA RPL Application Form
12.   Swim England Claiming credit: Guidance on the recognition of prior learning within the Qualifications and Credit Framework, V2, 2010.
13.   STA Claiming Credit: Guidance on the Recognition of Prior Learning Policy and Procedures within the Safety Training Awards Framework, STA RPL Application Form.
14.   Swim England Qualifications Summary of Learner Achievement
15.   STA Qualifications Summary of Learner Achievement