

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 3 Four 01/01/2022 01/01/2023
TITLE: ATC Recognition of Prior Learning Policy		APPROVED BY: Directors	

### 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](mailto: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 brought to the attention of the Triton Training Quality Manager via email at [Info@tritontraining.co.uk](mailto: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](mailto:Info@tritontraining.co.uk).

#### 5. Pre-assessment

Before registering Learners, Triton Training's quality manager will discuss with them the option of using RPL for their past learning or experience. If the learner is interested in RPL, it is important that Triton Training provides information on the implications of their decision before commencing the collection of evidence. This will include the following:

- The process of claiming using RPL
- The support and guidance that is available
- How long the process will take, how to appeal and any costs included.

If the learner decides to proceed with RPL they will be registered as a learner by Triton Training as soon as they begin to gather evidence to meet the requirements of the unit(s).

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 evidence requested must be able to meet the assessment standard of the unit(s) identified within the learning outcomes. Triton Training's quality manager will check that the evidence provided by the Learner for RPL has been achieved before the start of their course of study.

## 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.

Triton Training's quality manager will:

- Ensure the IV is aware RPL is being applied for a Learner.
- Triton Training's quality manager may ask questions or ask a Learner to show them skills, to determine that a learner's understanding and skills are current. A Learner's past achievement that would show evidence of current knowledge, understanding and skills varies. It depends on the range of their experience, changes in the subject area and the nature of the outcome claimed.
- Ensure that the assessment strategy and qualification specification for each qualification must be followed.
- Ensure that assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgements about a Learner's past learning and experience.
- Evaluate all the evidence using the learning outcomes and assessment criteria from the qualification. In assessing using RPL Triton Training's quality manager must be satisfied that the evidence from the Learner meets the standard for all of the learning outcomes and assessment criteria.
- If Triton Training's quality manager finds gaps in the Learner's work then those gaps will need to be assessed in order to generate sufficient evidence. For these situations, extracts of existing assessment tasks could be considered.

## 7. Types of RPL

At Triton Training we accept the following types of RPL:

### Assessment Transfer:

- When assessing RPL we may identify Assessment Criteria that will have already been met either in part or in full via the achievement of another qualification. This will be clearly outlined using the Qualification Specifications and determined by Triton Training's quality manager.

### Exemption:

Applies to any formal achievement which is deemed to be of equivalent value but which does not necessarily share the exact Learning Outcomes and Assessment Criteria.

- Triton Training's quality manager will map any previous achievement against the assessment requirements of the qualification in order to determine its equivalence.
- A Learner's ability to claim exemption will be dependent upon the currency and existing levels of skill or knowledge. Where past certification only provides evidence that could be considered for part exemption of a qualification, Learners must be able to offer additional evidence of previous or recent learning or achievement or undertake the required assessments.

### Non-certification:

Any previous non-certificated learning or experience which may exempt a Learner from a further course of learning.

- Evidence must be presented against the Learning Outcomes and Assessment Criteria for the qualification.
- When making decisions using this evidence, Triton Training's quality manager must be satisfied that the evidence produced will allow the Learner to meet the requirements of the qualification and the Assessment Tasks must still be completed.

This may include but is not limited to:

- Work experience records, validated by managers
- Past portfolios of evidence or essays by the Learner
- Reports validated as being the Learner's own unaided work
- Expert witness testimonies
- Professional discussions
- Existing assessment tasks that have been used to fill any gaps in the Learner's work.

## 8. Outcomes & Feedback

After assessment has taken place, Triton Training's quality manager will be required to provide feedback to the learner, discussing the results and provide support or further guidance on options available for further development.

Triton Training's quality manager will:

- Provide an outcome as to whether the learner can be awarded RPL.
- Check that the Learner understands how they can appeal if they do not agree with the assessment decision.
- Reported the results to the relevant awarding body in the form of a Summary of Learner Achievement specific to that qualification.

## 9. Documenting Evidence

Evidence collected through the RPL process will be assessed and verified through the same quality assurance procedures that Triton Training uses for any other internal assessment methods.

Triton Training's quality manager will:

- Ensure records of assessment against prior learning are kept securely and are available for verification if requested by the relevant awarding body.

## 10. 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
4	Written, Checked and Approved	01/01/2022	Krystal Buckley

#### 11. 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

#### 12. 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