

 Triton Training Ltd	Learner Guidance	PAGE ISSUE DATE REVIEW	Page 1 of 1 TWO 06/01/2023 06/01/2024
TITLE: ATC Recognition of Prior Learning (RPL) Guidance		APPROVED BY: Directors	

1. How to apply for Recognised Prior Learning (RPL)

- Please read our **Recognition of Prior Learning Policy** and the **Recognition of Prior Learning Guidance**.
- Complete your online enrolment form on our website at www.tritontraining.co.uk for the course you wish to attend and include in the RPL section that you want to use RPL.
- Send us an email for the attention of the Triton Training Quality Manager at Info@tritontraining.co.uk

Include in your email:

- Your Name.
- Evidence of RPL
 - a. Copies of any past achievements and qualifications achieved in the UK (Swim England formerly ASA or STA).
 - b. Copies of any past achievements and qualifications achieved outside of the UK. If achieved outside of the UK additional evidence of qualification content may be required e.g., coursework (if you have it, include it).
 - c. Any previous non-certificated learning or experience from a further course of learning e.g., other qualifications that would show evidence of current knowledge, understanding and skills.
This may include but is not limited to:
 - Work experience records, validated by managers.
 - Past portfolios of evidence or essays.
 - Reports validated as being your own unaided work.
 - Expert witness testimonies.
 - Professional discussions.
 - Existing assessment tasks.

2. Assessment of Evidence

When making decisions on your evidence, Triton Training's quality manager must be satisfied that the evidence produced will allow you to meet the requirements of the qualification and the Assessment Tasks. If gaps are found in the Learner's work, then those gaps will need to be assessed in order to generate sufficient evidence. For these situations, existing assessment tasks could be considered.

After assessment has taken place, Triton Training's quality manager will provide a decision on whether RPL can be awarded, give feedback, discuss the results and provide support or further guidance on options available for further development.