



Recognition of Prior Learning Policy

Aims

There will be times that Learners, who have previously undertaken mentoring courses, which to apply for Recognition of Prior Learning (RPL) towards a Mentoring School Qualification.

This policy sits alongside The Mentoring School Conditions of Registration, the RPL Procedure and associated application forms (also in the appendices of this Policy).

It explains how RPL can be applied for in the case of both internal and external courses previously undertaken.

Recognition of Prior Learning

Ofqual identify RPL as:

- (a) identification by an awarding organisation of any learning undertaken, and/or attainment, by a Learner –
 - (i) prior to that Learner taking a qualification which the awarding organisation makes available or proposes to make available, and
 - (ii) which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and
- (b) recognition by an awarding organisation of that learning and/or attainment through amendment to the requirements which a Learner must have satisfied before the Learner will be assessed or that qualification will be awarded.

External Courses

The Mentoring School will consider applications for Recognition of Prior Learning from courses offered by other Awarding Bodies. This application is made by the Learner through the Centre they wish to undertake training with on the attached Application Form.

The Mentoring School will then compare the course outcomes to the course outcomes the Learner is applying for and award relevant RPL.

Please see the Recognition of Prior Learning Procedure for a step by step guide.

Internal Courses

For courses issued by The Mentoring School previously, Learners are able to apply to their Centre to RPL. The Learner will need to present their course Marking Sheet (or Transcript) showing their pass mark to the Centre.

The Centre will then consult the Recognition of Prior Learning Internal Course Reference document to see what RPL can be applied and record it on the Internal Recognition of Prior Learning Application Form. They will then forward this to The Mentoring School for verification and record keeping.

Please see the Recognition of Prior Learning Procedure for a step by step guide.

Appealing a decision

There is no right of appeal against a decision relating to Recognition of Prior Learning.

Review

This policy will be reviewed annually.

February 2018



Recognition of Prior Learning Application Form

To be completed and returned to mentor@rootofit.com

Name:	Centre name:
Address:	
Phone:	Email:

Qualification/unit RPL to be considered towards:

If you know the proposed training dates then enter them here:

Reason for application (please attached course specification and learning outcomes from prior learning):

Please attach any additional evidence as required.

Signed:

Date:

For office use only:

Checked by:

Date:

Decision:



Internal Recognition of Prior Learning Application Form

To be completed and returned to mentor@rootofit.com

Can only be used for those who have passed previous Mentoring School Qualifications

Name:	Centre name:
Address:	
Phone:	Email:

Qualification/unit RPL to be considered towards:

If you know the proposed training dates then enter them here:

Previous Mentoring School course attended (course and dates):

Assignment/assessment scores:

Please attach any additional evidence as required.

Signed:

Date:

For Centre use only:

Checked by:	Date:
Decision:	