	Document Title	Recognition of Prior Learning Policy		
	Doc. Number	TRA-POL-010	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	27/03/2024	Approved Date	27/03/2023

1. Policy Statement

At Shorcontrol Safety we encourage applications from all learners. We support lifelong learning and engagement with learning when suitable and appropriate for the learner. Therefore, we provide the opportunity for prior learning to be recognised. Recognition of prior learning (RPL) is a process that acknowledges all forms of learning and gives that learning a value in the context of an award. It incorporates prior formal, informal, and non-formal learning. A fundamental principle of RPL is that the learner should not be asked to relearn something they already know. RPL is critical to the development of an accessible, flexible, and permeable education and training system. At Shorcontrol Safety we operate a process to fairly assess learners existing qualifications and prior learning.

RPL allows for all forms of learning to contribute to an award and can be used for the following:

- Entry to a programme/course,
- Advanced entry to a programme/course,
- Exemptions for individuals on programme modules where learning outcomes have demonstrably been achieved,
- Transfer between programmes/courses,
- Credit towards an award.

2. Purpose

The purpose of this policy is to clearly define how Shorcontrol Safety identify, assess, validate, and certify Recognition of Prior Learning (RPL) if/when applicable for the range of training programmes/courses provided.

3. Scope


The scope of this policy aims to comply with

- the principles expressed in the National Qualifications Framework,
- QQI Assessment and Standards,
- NQAI Principles and Operational Guidelines for Recognition of Prior Learning in Further and Higher Education and Training 2016
- Qualifications and Quality Assurance (Education & Training) Act 2012.
- City & Guilds Recognition of Prior Learning 2013.

and is applicable to all relevant courses/programmes/modules provided by Shorcontrol Safety.

4. Definitions

Term	Definition
Recognition of Prior Learning (RPL)	Is the process by which value is given to previous learning, both certified and experiential. It is the means by which prior learning is formally identified, assessed, and acknowledged.
Formal learning	Programmes of education or training delivered by a recognised education and training provider, that is assessed and can lead to awards.
Non-formal learning	Learning activities undertaken in the workplace, voluntary sector, community etc. that may be assessed but do not normally lead to certification.

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Informal/ Experiential learning	Learning acquired through life and work experience. The learning is unintentional, and the learner may not even recognise at the time that it is contributing to their knowledge, skills, and experience.
Assessment Validity	This is a fundamental assessment principle to ensure that an assessment measures what it is designed to measure. The relevant standard of knowledge, skill or competence required for an award should be assessed.
Assessment Reliability	Ensures that assessment measurement is accurate; the knowledge, skills, and competence which the assessment measures should produce reliable and accurate results. Reliability is assessment ensures that results are consistent under similar conditions.


5. General Policy Guidelines

5.1 RPL Applications

- At Shorcontrol Safety we shall provide details of the relevant programmes and module learning outcomes to all applicants.
- The applicant will be advised of the modules for which RPL exemptions can be applied.
- It is the responsibility of the applicant to apply for RPL and must submit using the *RPL Application Form*.
- Applications for exemptions on RPL will be considered on an individual case by case basis.
- Applicants for RPL will be required to submit all relevant syllabi, certificates, results, learning outcomes of courses, and other supporting documentation as required, with their application.
- In terms of accessibility, we enable wider access and participation in training and education by embracing diversity and providing a flexible offering. We promote fairness, equal opportunity, respect, and positive outcomes for all our learners and staff.

5.2 RPL Assessment

- Applicants may have their assessment based on any one or combination of the following:
 - Submission of evidence of RPL including, CV, written application, supporting statements from employers, portfolio and/or other relevant documentation
 - Interview or appropriate assessment
 - Undertaking an assignment or challenge in an observed test environment
- Central to quality assured assessments is the assumption that applicants are assessed in a fair and consistent manner, in line with the applicable award standards.
- The assessment shall be undertaken by Shorcontrol Staff who are qualified and competent to do so by using the following criteria to evaluate the RPL submission:
 - **Validity:**
 - Assessment is fit for purpose,
 - Applicants can produce evidence which can be measure against the award standards,
 - Assessors can make accurate assessment decisions,
 - Assessment is accessible to all applicants who are potentially able to achieve it.
 - **Reliability:**
 - Assessment is based on valid assessment techniques,
 - Assessment conditions are consistent,

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- Applicant evidence is reliable,
- Results are consistent over time across various assessors, contexts, conditions, and applicants.
- **Fairness:** assessments shall be fair to support the validity and reliability principles and provides equal opportunity to all applicants. Fairness in assessment ensures that applicants have access to appropriate resources/equipment in assessment and that policies and procedures exist to ensure fair assessment of applicants.
- **Authenticity:** All information provided must be verified authentic. Any applicant who provides false information not in good faith, will be deemed disqualified from consideration of RPL.
- **Sufficiency:** there must be enough evidence to fully meet the requirements of the learning outcome(s) being considered. If there is insufficient evidence to fully meet requirements, then evidence obtained through RPL must be complemented by additional evidence gained through other suitable assessment method(s) before requirements/outcomes can be said to have been met.
- **Currency:** Is the prior learning achieved and being assessed current? It is up to date with current knowledge, laws, practises etc.
- Applicants seeking Statements of Equivalence for foreign qualifications may be referred to the National Academic Recognition Information Centre (NARIC) to have their qualifications aligned with the appropriate Irish qualification.

5.3 Recognition of Award

- RPL is a complex process that requires a high degree of academic judgement in order to protect academic standards and awards. The Dean of Academia or Head of Training & Development shall determine the outcome of the application of RPL. Support can be provided, if necessary, from the academic committee.
- RPL can incorporate the following types of awards:
 - **Formal;** this is learning that has already been accredited by an awarding body/organisation such as QQI, FETAC, or other recognised college/universities/institutions etc. Prior formal learning can also include qualifications awarded by international bodies such as City & Guilds.
 - **Informal:** this is learning that is acquired through experience that is not accredited by any recognised awarding body/organisation etc.
 - **Nonformal:** this is learning achieved from non-accredited bodies such as learning acquired in the workplace.
- Specific credits towards awards may be granted where the learning outcomes match the learning outcomes of the training programme/course/module.
- General or limited credit towards awards may be granted where the RPL is not directly equivalent to specific learning outcomes of the training programme/course/module but is relevant to the learning outcomes.
- All applicants shall be notified in writing from Shorcontrol Safety, of the outcome of the RPL assessment process.

5.4 Appeals

- All RPL applicants have the right to appeal the decision and/or the respective credit/grade awarded for RPL.
- Appeals must be made within 5 working days of the decision. In exceptional circumstances the Head of Training & Development and/or the Academic Committee may extend the appeals time.


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- All appeals must be formally applied for using the *RPL Appeals Application Form*.
- The Academic Committee will act as the appeals board not including any of the members who were involved in making the original decision.
- The AC will complete the review within 10 working days of appeal submission.
- All applicants shall be notified in writing from Shorcontrol Safety, of the outcome of the RPL appeals process.
- Appeals decisions are final.

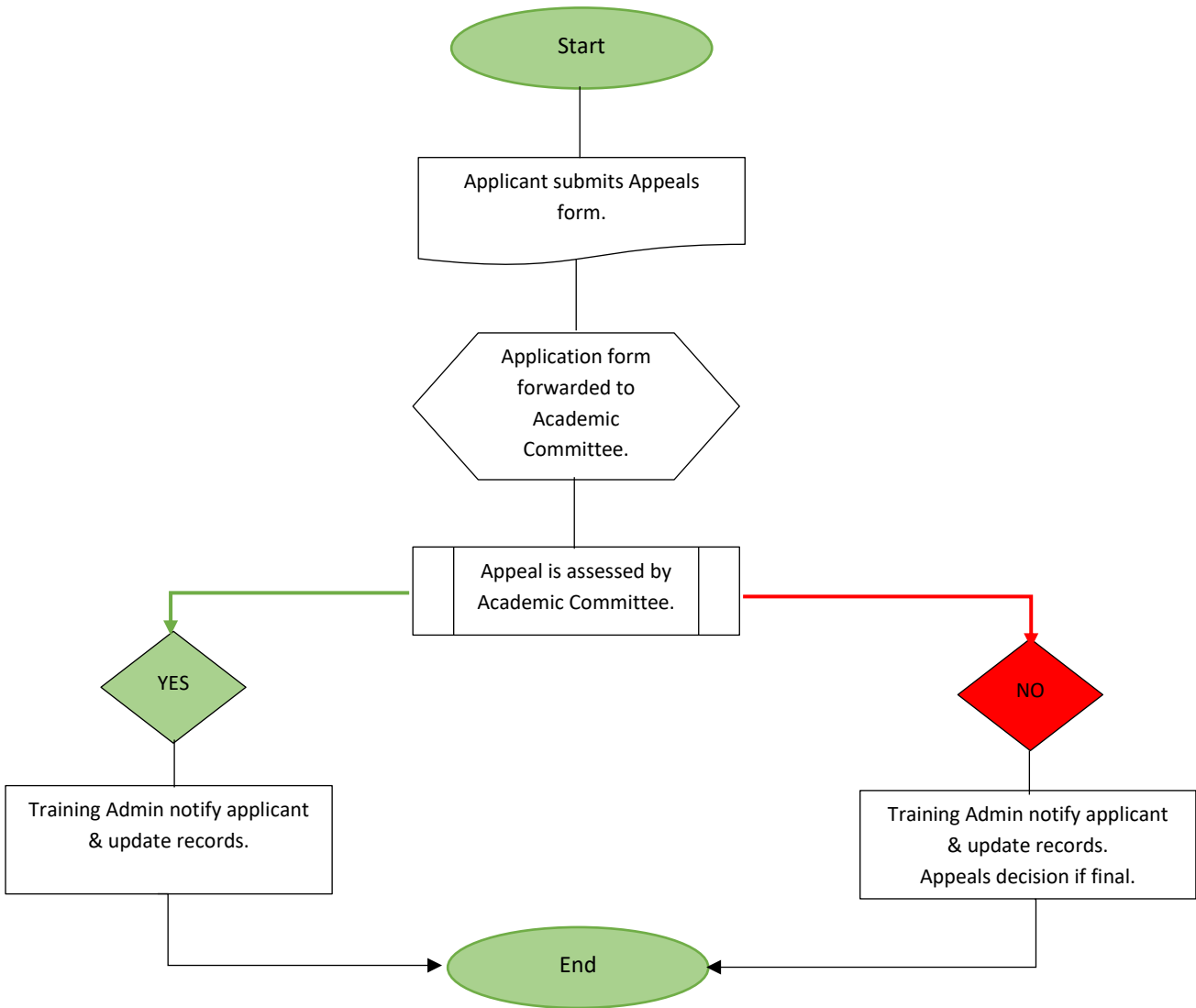
5.5 RPL Process Flowchart

5.5.1 Overview of RPL Process




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5.5.2 Overview of Appeals Process



6. **Responsibilities**

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported in relation to this policy.
Head of Training & Development Academic Committee	Have the responsibility to implement in good faith the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

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Learners/ Delegates/Applicants	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to instructor/employees/staff for investigation and resolution.
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7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's breach or violation of this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Head of Training and Development	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's breach or violation of this policy.

8. Related Information and Documents

Document ID	Title
TRA-FM-037	Recognition of Prior Learning Request Form
TRA-FM-038	RPL Appeals Application Form

9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Rev. Level	Description
	Adam Romans; Quality Coordinator	01	Initial release of policy.
27/03/2023	Angela Byrne, QHSM	02	Revision of policy in line with QQI reengagement requirements.