



Accelerate People

Recognition of Prior Learning (RPL) Policy

Document Control Information

Document Details	
Document Name	Recognition of Prior Learning (RPL) Policy
Purpose of Document	A process we follow to acknowledge the achievements attained by learners throughout their learning journey
Document Version Number	V1.0
Document Status	Live
Document Owner	Compliance
Next Scheduled Review Date	October 2024

Version History		
Version Number	Date Amended	Changes Made
V1.0	September 2023	Policy created

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1. Purpose

The Recognition of Prior Learning Policy (RPL) outlines how we recognise and value the achievements of learners on their learning journey. This includes acknowledging their skills in mathematics and English, and other essential qualifications needed for their chosen apprenticeship standard.

2. Scope

Accelerate People have applied this policy to meet the requirements of Ofqual's General Conditions of Recognition E10.

The following is taken from Ofqual's General Conditions of Recognition:

*"E10 Recognition of Prior Learning
The –*

(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."

3. Apprenticeship Programme

Accelerate People do not need to know about any accredited or prior learning which has contributed to the initial apprenticeship programme. The apprenticeship minimum duration must be met before an apprentice is submitted to gateway.

4. Gateway Progression

All gateway documentation and supporting evidence are submitted via the ACE360 portal. Evidence required at gateway stage includes:

- Attainment of Functional Skills level 2 in mathematics and English.
- Mandatory qualifications detailed as a requirement in the relevant assessment plan.

Additional evidence at this stage encompasses:

- Completed Accelerate People gateway documentation, including the learner's certificate authorisation form.

- Gateway checklist and competence affirmation signed by the learner, training provider, and employer.
- Documentation verifying any name / ID changes.
- Standard-specific evidence, such as project proposals.

5. Transfer from other End-Point Assessment Organisations (EPAOs)

When transferring learners from another EPAO, Accelerate People will recognise the attainment of Functional Skills level 2 in mathematics and English, and any mandatory qualifications detailed as a requirement in the relevant assessment plan.

Completion of EPA or its components with a different EPAO cannot be accredited as RPL; the learner must undertake the full EPA process with Accelerate People. Notably, components of the EPA cannot be individually certified.

For new customers wishing to transfer a learner to Accelerate People from another EPAO, please reach out to the compliance team at compliance@accelerate-people.co.uk to discuss the next steps.

For existing customers wishing to transfer learners from another EPAO, please follow the guidelines in this policy and submit a completed RPL form to compliance@accelerate-people.co.uk.

6. Process

To have RPL recognised the training provider must ensure the learner progresses through gateway and the following supporting evidence is provided via ACE360:

- Attainment of Functional Skills level 2 in mathematics and English.
- Mandatory qualifications detailed as a requirement in the assessment standards plan.
- Completed Accelerate People gateway documentation.
- Gateway checklist and competence affirmation signed by the learner, training provider, and employer.
- Documentation verifying any name alterations (e.g., marriage certificate)
- Standard-specific documents / evidence, such as project proposals.
- The completed Accelerate People RPL form must be submitted to compliance@accelerate-people.co.uk

7. Policy review

This RPL Policy will be reviewed annually to ensure its effectiveness and relevance. Changes will be made as needed and communicated to all employees and customers.