

# Recognition of Prior Learning (RPL) and Credit Transfer Policy

## 1. Purpose

The WEA seeks to avoid duplicating learning and assessment for our learners. We want to recognise learners' prior achievements.

There are two ways in which this can be achieved:

- *Through credit transfer* – this is where previously accredited achievement from within or outside the Regulated Qualification Framework is recognised and can count towards a learner's qualification.
- *Through recognition of prior learning (RPL)* - this is a method of assessment for individuals with learning or achievements that have not been certificated/accredited. RPL considers whether a learner can already demonstrate that they meet the assessment requirements for a qualification through knowledge, understanding or skills from previous learning. These achievements may count towards the learner's qualification.

The intended audience for this document is WEA Managers, Internal Quality Assurers, tutors and assessors, External Quality Assurers and awarding bodies.

Credit Transfer and RPL policies, processes, procedures, practices and decisions should be transparent, rigorous, reliable, fair and accessible to individuals and stakeholders to ensure that users can be confident of the decisions and outcomes.

## 2. Scope

This policy applies to all qualifications delivered by the WEA.

All claims for credit transfer or RPL are subject to the requirements of the awarding body.

Credit transfer and RPL are learner-led and voluntary. To achieve either, a learner must produce valid, authentic, sufficient and reliable evidence.

There may be a limit to the proportion of a qualification that can be achieved by either credit transfer or RPL. There may also be additional restrictions, such as time limits on the currency of evidence, that learners will need to be made aware of. Full details of these requirements will be identified in the rules of combination for any qualifications offered by awarding organisations.

### **3. Process**

#### **Before enrolment**

Learners should be made aware of the possibility of credit transfer or RPL before enrolling on a course. This could be during a taster or initial assessment session.

All learners who enrol on an accredited course must have an initial assessment in line with the WEA initial assessment procedures. This includes an initial assessment interview. During the interview learners should be asked about their prior learning and offered the opportunity to apply for credit transfer or RPL. This should be recorded within the interview. At this stage it is important that learners understand that they will need to provide evidence to support their claim.

#### **After enrolment**

Once enrolled, any learners who have decided to consider their learning for credit transfer or RPL, will need to be provided with the following information:

- how to claim credit transfer or RPL
- how the WEA can support with the process
- timelines, appeals processes, and any changes to course fees and/or hours
- the currency of existing credits, qualification, experience, skills or competence.

Assessors and IQAs must be notified of any potential learners who have expressed an interest in credit transfer or RPL.

The assessor will need to notify the Accreditation Team at the point of registering learners with the awarding body.

#### **Credit transfer**

The possibility of credit transfer will be agreed with the awarding body during the registration process. The Accreditation Team will link with the assessor and IQA to confirm how assessment for the learner will progress.

### **RPL**

#### **Options**

There are two options open to a learner seeking credit via RPL:

1. The learner can undertake the same assessments as their peers to achieve the desired unit or qualification. These assessments may be undertaken without attending the teaching sessions
2. The learner can submit a portfolio of evidence based on previous learning, skills and / or competence cross referenced to the learning outcomes and assessment criteria of the unit or units for which RPL is being sought.

### **Gathering evidence**

The learner will be supported by the assessor to map the evidence of their prior learning to the qualification outcomes/assessment criteria.

Once the learner has collected the evidence, this will be assessed and IQAd in line with the WEA assessment and quality assurance procedures and the policy requirements of the awarding body. Where learners need to provide additional evidence or complete additional tasks, they will be asked to do so.

A learner may claim RPL against a whole unit or several units. It is not possible to award part units, but where the RPL evidence does not fully meet the needs of a complete unit, the missing information may be provided via the same assessment processes that are undertaken by a taught group of learners.

RPL- related achievement must be recorded in all WEA documentation. The EQA will ask to access this.

### **Appeal**

If learners wish to appeal against the outcome decision of the RPL process, they should follow the process in the Learner Appeals Against Assessment policy.

## **4. Management and Monitoring**

Management and monitoring of this policy and associated processes will be led by the Accreditation Quality & Development Manager, supported by the Head of Learning and Head of Learner Attraction.

This policy will be subject to annual review.

## **5. Links to other policies and documents**

WEA Appeals Against Assessment procedure

WEA Initial Assessment guidance

WEA Learner Attraction and Application policy

## WEA Learner Induction policy

<b>Date of this Review</b>	<b>Date of next Review</b>	<b>Policy reviewed and updated by:</b>	<b>Policy approved by:</b>
July 2025	July 2026	Accreditation Quality & Development Manager	Director of Curriculum, Quality & Safeguarding