



Learning Resource Network

Policy: Recognition of Prior Learning (RPL)

Overview

Learning Resource Network (LRN) accepts that over time, learners will achieve other qualifications and may wish to apply to gain credit/exemption towards qualifications to which they are currently working towards.

Links with other policies

This policy should be read in conjunction with LRN's procedure and processes for qualification development.

Policy

LRN allows for learners to apply for exemptions based on prior documented attainment. These applications are considered on an individual basis to ensure an appropriate percentage of the syllabus has been achieved.

The level of the achievement will be considered in conjunction with the time lapsed on a case by case basis following a review of the student's application to sit an examination. LRN will also take into account the level of any prior units or qualifications achieved. All applications for prior learning are retained on file for 4 years and successful applications are maintained on the IT system indefinitely.

Records on approved or unapproved applications are kept on file for 4 years and on the IT system indefinitely. LRN will only accept an application which meets the following criteria:

1. The learner must have achieved the unit/qualification within the last 4 years (this may be less depending on the standards to which the achievement relates)
2. The learner's name must be as printed on their previous form of attainment (certificate of unit credit or full qualification certificate). Where the learner has change their name, LRN will only accept marriage certificate, deed poll certificate or other officially stamped change of name document.

3. LRN will not accept a statement of achievement on its own; it must be supported by a certificate of unit credit or full qualification certificate. Academic transcripts will also be accepted but only in conjunction with certificate of unit credit or full qualification certificate.

Process

In submitting their application (see RPL1), learners must be aware of the following:

1. Learners may apply for recognition at unit or qualification level. Where qualifications have multiple units, the learner does not have to apply for recognition across each unit; only those for which valid and reliable evidence exists.
2. Please note, LRN does not award partial credit per unit; learners must have clear and undisputable evidence which demonstrates achievement across an entire unit, which meets the learning outcomes and assessment criteria as stated.
3. LRN does not prescribe the amount of recognition available to learners. This will be judged according to the policy and specifically in relation to the evidence made available within the learner's application.
4. LRN will decide on each application at a single sitting. Therefore, if learners are unable to provide sufficient evidence along with their application within the timescales provided, they will have to resubmit another application. There is no opportunity for learners to resubmit the missing evidence.
5. When submitting their application, it is the learner's responsibility to map their previous achievement to the qualification they wish to achieve. It is not LRN's responsibility to carry out the mapping exercise; LRN will consider the learner's mapping exercise at the meeting. LRN will not consider an application without a sufficiently detailed mapping exercise. A sufficiently detailed mapping exercise will include a mapping of the learning outcomes and assessment criteria for those units previously achieved to those for which recognition is being sought.
6. In reaching its decision, LRN will identify the following:
 - a. Decision to award the learner full credit for their submission;
 - b. Decision to award the learner partial unit credit for their submission;
 - c. Reject the learner's application due to insufficient evidence.

Application to LRN: Apply for Recognition of Prior Learning (RPL1)

Name of learner:	
Registration number:	
Qualification working towards:	
Recognition being sought:	
Date of application:	
Are you seeking recognition for unit or qualification achievement?	
Email address:	
Contact number:	

Please provide a brief description of the evidence you are planning to submit to support your application:

Please ensure you attach the evidence you wish LRN to consider along with your application.

Please describe the approach you took to mapping previously achieved units/qualifications to ones for which you are seeking recognition:

Please note LRN is unable to accept applications without a sufficiently detailed mapping exercise.

Dispute resolution

LRN wishes to resolve issue of dispute calmly and within 10 working days upon being notified in writing. Learners who disagree with the decision of LRN must write to LRN at the following address:

Learning Resource Network
Unit 211
Administration Manager
Burford Road Business Centre
Stratford
London
E15 2ST

Learners can also email their dispute to enquiries@lrnglobal.org. LRN intends to resolve all disputes within 10 working days. If LRN feels the dispute will take longer, it will advise the learner by post or email. Unresolved disputes will be submitted to an independent member (i.e. – a member of the Appeals Panel).

LRN intends to conclude its appeals process, no later than 30 working days upon being notified in writing. The decision of the appeals panel member will be considered final.

Monitoring

As part of its monitoring arrangements, LRN will keep this policy under review and will assign this review to the Education Committee who will maintain an overview of the policy, and where appropriate, its amendment.