

# ICTQual AB



## Recognition of Prior Learning (RPL) Policy

**Website**  
[www.ictqualab.co.uk](http://www.ictqualab.co.uk)

**Email:**  
[Support@ictqualab.co.uk](mailto:Support@ictqualab.co.uk)

# **ICTQual AB**

## **Recognition of Prior Learning (RPL)**

### **Policy**

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## 1. Purpose

The purpose of this policy is to provide a framework for the recognition of prior learning (RPL) within ICTQual AB qualifications. The policy ensures fair and consistent assessment of prior learning to enable learners to gain credit for knowledge, skills, and competencies they have already achieved.

## 2. Scope

This policy applies to:

- Learners applying for recognition of prior learning towards ICTQual AB qualifications.
- Approved Training Centres (ATCs) delivering ICTQual AB qualifications.
- ICTQual AB staff involved in the RPL process.

## 3. Definition of RPL

Recognition of Prior Learning (RPL) is the process of assessing and formally acknowledging learning achieved outside a formal qualification. This can include:

- Work experience.
- Previous education or training.
- Voluntary or informal learning activities.

## 4. Policy Statement

ICTQual AB is committed to:

- Providing clear and transparent RPL processes.
- Ensuring RPL assessments are valid, reliable, and equitable.
- Recognizing prior learning without compromising the integrity of qualifications.
- Aligning with UK regulatory requirements, such as Ofqual's General Conditions of Recognition.

## 5. Eligibility for RPL

RPL is available for learners who can demonstrate prior learning that:

- Matches the learning outcomes of the qualification or units being claimed.
- Has been achieved through formal, informal, or non-formal means.
- Is recent, relevant, and sufficient to meet the qualification standards.

## 6. RPL Application Process

### 6.1 Initial Enquiry

- Learners must contact their ATC or ICTQual AB to express interest in RPL.
- Guidance will be provided on the process and evidence requirements.

### 6.2 Submission of Application

- Learners must complete the RPL Application Form.
- Applications must include supporting evidence such as certificates, portfolios, or employer references.

### 6.3 Application Fee

- A non-refundable application fee may be charged to cover administrative costs.

## 7. Assessment of RPL Applications

### 7.1 Assessment Criteria

RPL assessments will consider whether the prior learning:

- Meets the learning outcomes of the relevant qualifications or units.
- It is authentic, valid, and sufficient.
- Reflects the required level of competence.

### 7.2 Assessment Methods

Assessment may involve:

- Review of documentation or portfolio evidence.
- Interviews or professional discussions.
- Practical demonstrations of skills.

### 7.3 Assessor Responsibilities

- Assessors must hold relevant qualifications and be trained in RPL processes.
- Assessors will document their decisions and provide feedback to the learner.

## 8. Approval and Certification

### 8.1 Approval Process

- RPL decisions will be reviewed and approved by ICTQual AB's Quality Assurance Team.
- Learners will be notified of the outcome within 30 working days.

### 8.2 Certification

- Successful RPL applicants will receive credits or exemptions towards the qualification.
- Certifications will clearly state the credits awarded through RPL.

## 9. Appeals

- Learners have the right to appeal RPL decisions.
- Appeals must be submitted in writing within 14 days of the decision.
- An independent panel will review the appeal, and the final decision will be communicated within 30 working days.

## 10. Monitoring and Review

This policy will be monitored annually to ensure compliance with regulatory requirements and its effectiveness in supporting learners. Feedback from learners and assessors will inform future updates.

## Contact Us

*For further information or assistance with conflicts of interest, please contact ICTQual AB:*

*Email: [Support@ictqualab.co.uk](mailto:Support@ictqualab.co.uk)*

### ICTQual AB

Yew Tree Avenue, Dagenham,  
London East, United Kingdom RM10 7FN  
+44 744 139 8083

[Support@ictqualab.co.uk](mailto:Support@ictqualab.co.uk) | [www.ictqualab.co.uk](http://www.ictqualab.co.uk)

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