



Catherine School of London

Recognition of Prior Learning (RPL) Policy

Date: 15 May 2025

Review Date: Annually or as required

1. Policy Statement

Catherine School of London recognises the value of learners' prior knowledge, skills, and experience, whether gained through formal education, work, or life experience. The Recognition of Prior Learning (RPL) process allows learners to gain credit towards qualifications based on evidence of their existing competencies, reducing duplication and supporting timely progression.

2. Purpose

This policy aims to:

- Facilitate fair, transparent, and consistent assessment of prior learning
- Support learners to access suitable courses and achieve qualifications efficiently
- Ensure compliance with awarding body and regulatory requirements
- Promote lifelong learning and widen participation

3. Scope

This policy applies to:

- All learners applying to study at Catherine School of London
- All accredited courses and qualifications offered by the centre
- Staff involved in assessment, admissions, and learner support

4. Definition of RPL

Recognition of Prior Learning (RPL) is the process of identifying, assessing, and acknowledging learning acquired outside formal education, which may include:

- Previous academic qualifications

- Work experience and professional development
- Non-formal or informal learning activities
- Voluntary or community service

5. Principles

Principle	Description
Fairness	RPL decisions are impartial, objective, and free from bias
Transparency	Clear information is provided on RPL procedures and evidence requirements
Accessibility	All learners have equal opportunity to apply for RPL
Validity	Only relevant and verifiable learning is credited
Confidentiality	Learners' personal information and evidence are handled securely

6. RPL Process

Step 1: Initial Enquiry and Advice

Learners interested in RPL should contact the admissions or learner support team for guidance on eligibility and process.

Step 2: Application Submission

Learners complete an RPL application form and submit supporting evidence demonstrating relevant knowledge or skills.

Step 3: Evidence Review and Assessment

Qualified assessors review the evidence against the learning outcomes of the relevant units or qualification. This may include interviews, practical demonstrations, or tests.

Step 4: Decision and Feedback

Learners are informed in writing of the RPL outcome. Successful RPL applications result in credit transfer, exemption, or partial qualification recognition.

Step 5: Appeal

Learners dissatisfied with the decision may appeal following the centre's **Appeals Policy**.

7. Types of Evidence Acceptable for RPL

Examples of evidence include, but are not limited to:

- Certificates, transcripts, or awards
- Employer references or job descriptions
- Work products, portfolios, or projects
- Professional development records

- Witness statements or testimonies
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8. Responsibilities

Role	Responsibility
Learners	Provide accurate, relevant, and verifiable evidence
Assessors	Conduct fair and thorough assessment of evidence
Admissions / Support Staff	Provide information and guidance on RPL
Quality Manager	Monitor RPL decisions and ensure compliance

9. Fees

Where applicable, a fee for the RPL assessment process may be charged. Information about fees will be provided in advance.

10. Monitoring and Review

- RPL applications and outcomes will be recorded and monitored for quality assurance
 - This policy will be reviewed annually or following any regulatory or awarding body updates
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11. Related Policies

- Admissions Policy
 - Assessment Policy
 - Appeals Policy
 - Data Protection Policy
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12. Policy Approval

Tahir Khan/ Director

Date: 15 May 2025

Recognition of Prior Learning (RPL) Application Form

Learner Details

Full Name:

Date of Birth:

Address:

Contact Number:

Email Address:

Course / Qualification for RPL:

| Course Name: | |

| Qualification Level: | |

| Awarding Organisation: | |

1. Details of Prior Learning / Experience

Please describe the knowledge, skills, qualifications, or experience you want to claim for RPL. Include relevant dates, places, and any previous courses or jobs that relate.

[Write here...]

2. Evidence Submitted

Please list all evidence you are attaching to support your RPL application (e.g., certificates, references, portfolios, work products).

Evidence Type	Description	Date(s)	Attached (Yes/No)
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3. Declaration

I confirm that the information provided in this application and attached evidence is true and accurate to the best of my knowledge. I understand that the information will be used to assess my eligibility for Recognition of Prior Learning and that any false information may result in the application being rejected.


Applicant Signature:

Date:

Submission Instructions

Please submit your completed form and all supporting evidence to:

 admissions@csl.ac

 Catherine School of London, Olympic House 28-42 Clements Road, Ilford, Essex,
England, IG1 1BA