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Highfield
**Recognition of
Prior Learning
Policy**

1. **Introduction**

- 1.1 This document describes the Highfields approach to Recognition of Prior Learning. This policy should be read in conjunction with all related Highfield documents, in particular the specifications for individual qualifications of interest.
- 1.2 This policy sets out the evidence of prior learning that will be required by Highfield, and the process and timelines for making an application for RPL.
- 1.3 For the purposes of this policy, 'prior learning' refers to demonstrable knowledge, skills and/or understanding acquired by the learner before the learner takes the qualification in question. 'Prior achievement' refers to prior learning that has been formally recognised by another organisation in the form of a certificate or some other form of documentary evidence.

2. **Audience**

- 2.1 This policy is intended for use by centres, learners and other users of Highfield qualifications.

3. **Review Arrangements**

- 3.1 The policy and associated arrangements will be kept under continuous review by Highfield to ensure appropriateness and effectiveness. In particular, a formal review of these arrangements will be carried out at least annually as part of our annual self-evaluation activities, with the outcomes being reported to board of Directors accordingly.

4. **Recognition of Prior Learning**

- 4.1 Highfield does not normally reduce or change the assessment requirements of Highfield qualifications on the grounds of the learner possessing prior learning or prior achievement.
- 4.2 Exceptions to 4.1 will be indicated in the relevant qualification specifications.
- 4.3 Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.
- 4.4 Centres wishing to use RPL as described in 4.3 must apply to Highfield before the learner is registered for the qualification(s) in question. Centres must provide evidence of the prior learning and/or prior achievement that is being claimed for the learner, and they must indicate what proportion of the learner's preparation time they are seeking exemption for.

- 4.5 Highfield will normally provide a decision within 5 working days of receiving the application and supporting evidence.
- 4.6 Centres are required to keep complete records of all such applications.
- 5. **Contact us**
- 5.1 If you have any queries about the contents of the policy, please contact your account manager directly on 0845 226 0350 or email info@highfield.co.uk