

Recognition of Prior Learning (RPL) Policy

Centre Name: 4 TEFL

Responsible Person: Ruswel James, Quality Assurance

Review Date: 30 September 2025

1. Purpose

The purpose of this policy is to ensure that learners' prior learning, experience, and achievements are recognised fairly and consistently, in line with Ofqual and Focus Awards requirements. Recognition of Prior Learning (RPL) provides learners with the opportunity to gain credit towards qualifications without unnecessary repetition of learning.

2. Scope

This policy applies to:

- All learners enrolled on 4 TEFL programmes who wish to have their prior learning or experience considered.
- All assessors and IQAs responsible for making or verifying RPL decisions.
- All qualifications delivered by 4 TEFL under Focus Awards.

3. Roles and Responsibilities within 4 TEFL

- **Quality Assurance (Ruswel James):** oversees the RPL process and ensures compliance with awarding body requirements.
- **Assessors:** evaluate evidence of prior learning against qualification criteria.
- **Internal Quality Assurers (IQAs):** monitor and sample RPL decisions for consistency and fairness.
- **Learners:** responsible for submitting valid evidence of prior learning.

4. Principles of RPL

- RPL is an alternative route to achievement and not a reduced standard of assessment.
- Evidence submitted by learners must be:
 - **Valid** – directly relevant to the learning outcomes.
 - **Authentic** – produced by the learner.
 - **Current** – recent enough to demonstrate up-to-date competence.
 - **Sufficient** – covers all required outcomes.
- RPL decisions are subject to the same quality assurance processes as other assessment decisions.

5. Procedure

1. **Initial Enquiry** – Learners discuss RPL opportunities with their assessor or Quality Assurance.
2. **Submission of Evidence** – Learners provide evidence via the CRM system (e.g., certificates, work portfolios, references, records of professional practice).
3. **Assessment** – Assessors review evidence against qualification requirements. Additional assessment may be requested if evidence is incomplete.

4. **Verification** – IQAs sample RPL decisions to ensure fairness and consistency.
5. **Outcome** – Learners are notified of the decision in writing via the CRM system.
6. **Appeals** – Learners who disagree with the outcome may use the [Appeals Policy](#)

6. Monitoring and Review

- All RPL applications and outcomes are recorded in the CRM system.
- Records are retained in line with the Data Retention Schedule.
- This policy is reviewed annually by the Quality Assurance or sooner if required by awarding body changes.

This policy has been approved & authorised by:

James Ruswel
Quality Assurance
30 September 2025

A handwritten signature in black ink, appearing to read 'James Ruswel', written over a light blue horizontal line.