



# FACTSHEET: RECOGNITION OF PRIOR LEARNING (RPL) FOR CREDIT RATING BODIES (CRBS)

## WHY SHOULD I KNOW ABOUT THIS?

RPL is a process for recognising all types of learning whether through experience, informal or formal education and training. RPL can be used by a wide range of people to help them re-enter learning or to contribute to a learning programme. Through RPL, individuals can make a claim for SCQF Credit Points which may help to reduce the time needed to achieve a required learning programme or qualification. RPL can also help people to re-enter the labour market or to retrain to enter a different sector and help employers to recognise different types of qualifications and experience and widen their recruitment pool. This is a shortened guide to the full information notes available on our website which concentrates on the responsibilities of Credit Rating Bodies in the RPL process for credit towards or entry to a learning programme.

## TOP 5 TIPS

- 1 Policies and Procedures**  
Ensure that your policies and procedures are in place and available to all staff who work with learners and that staff are aware of how to implement these when a claim for RPL is received.
- 2 Support for Learners**  
Staff should be fully trained to support learners who have made an RPL claim and you should ensure that staff have the necessary tools and time to do so.
- 3 Timescales and Outcomes**  
Think carefully about the timescales needed for the RPL process to be completed and ensure that staff make learners aware of these timescales and the possible outcomes of their claim at the outset.
- 4 Quality Assurance**  
Ensure that you have quality assurance systems in place to provide the necessary checks and balances to promote confidence in your RPL decisions and outcomes to internal and external stakeholders.
- 5 Costs**  
You should ensure that you have a clear pricing policy for RPL and make sure learners are aware of this before commencing a claim.

## YOUR RESPONSIBILITIES AS A CRB

- Ensure that your processes and procedures for RPL adhere to the principles in the SCQF Handbook.
- Ensure that any claims for RPL are processed reliably, consistently and fairly in all cases.
- CRBs should make sure that processes involve the use of the **SCQF Level Descriptors** in the matching of the candidate's prior learning to admissions criteria or programme learning outcomes.
- The CRB should ensure that candidates are kept informed of the progress of their claim and the next steps they may need to take to continue to their chosen programme of study and if/ how (if SCQF credit has been awarded) this may appear on their final certificate or transcript.
- RPL processes must involve a judgement and a learner needs to provide evidence of their learning. There are different instruments which can be used to do this, such as reflective accounts, observations, a portfolio of work etc.
- The **RPL Toolkit** is an online guide with templates and advice to assist learners and guidance practitioners through the process.
- There are four detailed information notes on our **website** and if you would like any further information please contact us on **info@scqf.org.uk**



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