

RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

1) Purpose

- a) Engineering Trust Training (ETT) are committed to using apprenticeships to train a wide variety of people with various levels of existing knowledge skills and behaviours (KSB). Existing KSB can come from several different sources including relevant Academic Prior Learning (APL), previous work experience or KSB learned in a non-work environment. ETT will use the RPL process to identify if any of these aspects relate to existing KSB that can then be offset against any aspects of an Apprenticeship Standard.

2) What counts as prior learning?

- a) APL includes any relevant KSB achieved within an education or training environment where the learner achieved a recognised qualification. This includes relevant maths and English qualifications an apprentice may have achieved.
- b) Previous work experience is limited to KSB achieved within an Engineering or Manufacturing workplace environment. We place apprentices into potentially dangerous environments that many general workplace KSB would not prepare them for.
- c) Relevant KSB achieved in a non-workplace environment such as a club or hobby will generally not be taken into consideration as the competency cannot be formally verified and is unlikely to directly correlate with the KSBs in the workplace.

3) Procedure

- a) Applications are reviewed and a candidates prior learning and experienced is assessed to confirm their eligibility for an apprenticeship and any aspect that may need to be recognised as prior learning against the proposed apprenticeship.
- b) For new employees recruited via the ETT recruitment service, ETT will use a RPL screening check, Initial Assessment, Teams Interview process and Prior Learning Record (PLR) to assess the potential apprentice's level of ability or prior learning.
- c) For new employees recruited by the Employer or for existing staff, the RPL screening check and PLR will be used to assess their level of ability and prior learning.
- d) For any person appointed as an apprentice, new employee or existing, an RPL self-assessment will be completed by the learner to indicate their current level of competence against the KSB for any specific standard. An ETT staff member will conduct a moderation of the self-assessment including communication with the learner, to test any aspects they have either scored very high or very low on. This process is completed before the apprenticeship begins to establish a baseline KSB.
- e) Where the apprentice is already in place, feedback from the employer is sought to not only validate existing workplace competencies but to moderate and plan the programme, agreeing to any adjustments or duration changes consequently.

- f) The outcomes of the RPL and moderation will be used to agree and set out the apprenticeship programme for any specific learner.
- g) Outcomes from point 'd' will feed into apprenticeship funding negotiations and will be used to adjust the duration and costs of the apprenticeship.
- h) ETT will comply with Awarding Organisation requirements for RPL evidence, including mapping prior learning to mandated qualifications and maintaining a robust audit trail. All documentation will be retained for internal and external quality assurance purposes.
- i) Prior APL, relevant to a mandated qualification within a Standard, will be mapped to show any additional learning required to meet the requirement.
- j) SEND/LLDD learner needs are identified during the RPL assessment process and reasonable adjustments (where applicable) are taken into consideration and or addressed as part of the planning process.

4) **Functional Skills**

- a) Those who are identified as needing to complete maths and or English Functional Skills will complete an assessment using the Century assessment tool to ascertain their level of English and maths.
- b) For those not exempt, the Training Officer will use the resources within the Century platform to help teach the learner and prepare them to sit the required functional skills assessments.
- c) For those who are exempt, learning on the Century platform may still be set to continue to progress their English and maths ability however, no formal assessment will take place.