

ASDAN Recognition of Prior Learning Policy and Procedure

Policy Owner – Head of Quality

Review History	
V1	June 2018
V1.1	November 2018
V2	March 2021
V3	September 2023
V4	August 2025
Next Review	August 2027

1. Purpose

1.1. ASDAN's qualifications are regulated by Ofqual (England and international), CCEA (Northern Ireland) and Qualifications Wales (Wales).

1.2. This policy and procedure responds to Condition, E10.1, E10.2 and D5.1 of the General Conditions of Recognition (Ofqual and CCEA, 2025) and Standard Conditions of Recognition (Wales, 2024).

1.3. This document is for the attention of:

- ASDAN trustees, staff and associate staff
- ASDAN centres
- Learners and their parents/carers (where appropriate)
- ASDAN's regulators: Ofqual, CCEA, Qualifications Wales
- Other stakeholders

2. Policy

2.1. This policy applies to all regulated qualifications, as well as related products and services offered by ASDAN, and aims to ensure that centres understand the principles of Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) including what is and is not considered acceptable under these processes.

2.1.1 Achievement through RPL must enable the learner to demonstrate achievement of all unit and qualification requirements at the appropriate level and standard.

2.1.2 Recognition of prior learning can be applied to whole or partial units.

ASDAN Recognition of Prior Learning Policy and Procedure

2.1.3 Evidence presented for RPL must meet the same requirements as evidence produced through any other assessment method and must meet the principles of assessment: validity, authenticity, reliability, currency and sufficiency.

2.1.4 If individuals provide valid evidence that meets the assessment criteria, they can receive recognition for their existing knowledge, skills or understanding. If all learning outcomes and criteria are met, they can claim full credit for the unit through RPL. If the evidence only partially meets the criteria, additional assessment methods are needed to generate sufficient evidence.

2.6.5 If a learner wishes to appeal against a decision made about a claim for RPL, ASDAN's Appeals Policy must be followed.

2.2. Definition of RPL

Recognition of prior learning may lead to the award of credit, based on consideration of whether a learner can demonstrate that they meet the assessment requirements for a unit through knowledge, understanding, behaviours and skills they already possess, and therefore do not need to develop through the current course of learning.

ASDAN's Regulators define the 'recognition of prior learning' as:

a. the identification by an awarding organisation of any learning undertaken, and/or attainment, by a learner –

- prior to that learner taking a qualification which the awarding organisation makes available or proposes to make available, and
- which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and

b. recognition by an awarding organisation of that learning and/or attainment through amendment to the requirements which a learner must have satisfied before the learner will be assessed or that qualification will be awarded.

2.3 Examples of recognition of prior learning include:

- Achievement of the same unit through a different awarding organisation
- Achievement of a differently coded unit, awarded by a different awarding organisation, deemed to be similar enough to a unit in the course or qualification to be achieved
- Evidence produced for a different unit, course or qualification, mapped to the relevant criteria
- Evidence of previous learning that has not been formally recognised

2.4 Circumstances when prior learning will not be recognised include:

- Learning that is similar to assessment criteria but which has been met at a level lower than the current qualification being undertaken by the learner
- Prior learning that is not current in meeting the qualification
- Prior learning that does not meet the requirements of the unit
- Prior learning that has not been assessed

ASDAN Recognition of Prior Learning Policy and Procedure

2.5 Definition of Credit Accumulation and Transfer

CAT is a separate process to RPL as CAT applies to learning that has been previously certified for a different regulated qualification or from a different awarding organisation on the same framework (Regulated Qualifications Framework (RQF) or Qualifications and Credit Framework (QCF)).

This is to prevent a learner from having to unnecessarily repeat previous learning. Where a learner has already achieved a unit, we will recognise that prior learning and may allow the credit to be transferred to a new qualification.

A credit transfer may cover one or more complete units, depending on the qualification structure. Credit transfer can only be applied to whole units; it is not permitted to claim partial units. Original certificates are not required if the previous credit was awarded by ASDAN and can be verified internally or via ASDAN's records

2.6 Example of Credit Accumulation and Transfer

Some units may be shared across multiple qualifications, either within ASDAN qualifications or those awarded by other recognised awarding organisations.

For example, a candidate may already have achieved a unit from the *Personal Progress* suite through a different awarding organisation.

2.7 Centre Responsibilities

- Centres must have their own RPL policy and procedure in place and must ensure it is appropriate and effective
- Centres are responsible for advising learners on the types of evidence that are appropriate and acceptable for supporting an RPL application
- Make learners aware of the restrictions of this policy
- Centres must have personnel with appropriate expertise and knowledge to facilitate RPL
- All evidence provided through RPL must be carefully reviewed and measured against the qualification's assessment criteria before any final decision is made to award
- Ensure learners understand that any evidence submitted for RPL must relate to achievements completed before the start of their qualification or unit
- In assessing using RPL the assessor must be satisfied that the evidence produced by the learners meets the required standard

2.8 ASDAN Responsibilities

- Process all claims for RPL in line with the rules of combination for units within the Regulated Qualifications Framework (RQF), where applicable, including opportunities for credit transfer and exemptions
- Where claims for RPL are unsuccessful, ASDAN will respond to centres in writing, within 20 working days of the claim being submitted, giving a full rationale for the decision

ASDAN Recognition of Prior Learning Policy and Procedure

- Ensure the integrity of its qualifications and assessments is consistently upheld
- Ensure that all staff responsible for reviewing RPL claims are appropriately trained and possess the necessary knowledge and understanding to make informed, evidence-based decisions

3. Procedure

3.1 Procedure for RPL

- Initial learner enquiry with centre to use RPL
- Centre provides the learner with clear information about RPL, e.g. What it is, how it works and what is required
- The centre must assess all relevant evidence against the specified learning outcomes and assessment criteria to ensure it is valid, sufficient, authentic, current, and reliable, before deciding to award
- Ensure that the evidence submitted is subject to the same internal quality assurance requirements as any other assessment method
- Centres must keep assessment records and evidence, and submit them with the RPL application using the ASDAN RPL Application Form, available at: asdan.org.uk/policies-regulations-and-centre-guidance/
- ASDAN will review the RPL application and provide the centre with the outcome in writing within 20 working days of the claim being submitted
- The centre must submit units linked to approved RPL, using the process for submitting units for claiming via the ASDAN website
- If selected for external quality assurance, RPL evidence will be subject to the same quality assurance checks as all other assessment evidence within the sample. If verified as meeting the required standards, it will be awarded at the same time as the rest of the learner cohort

3.2 Procedure for CAT

- The learner must provide the centre with evidence of prior achievement, typically in the form of a certificate or unit transcript if not awarded by ASDAN
- Notifying ASDAN of the credit transfer is completed via the website. Centres can claim credit transfer online at the point of confirming completed units. Select the “add a credit transfer” button and complete the online form
- ASDAN will then validate the claim when processing the submission. If ASDAN is unable to validate the claim, the centre will be notified in writing

4. Associated Documentation

- Appeals Policy
- Centre Approval Policy
- Registration and Certification Policy
- Retention of Assessment Materials Policy
- Complaints Policy
- Sanctions Policy