



Recognition of Prior Learning (RPL) Policy 2025

Policy Owner	RoSPA
Policy Lead	Head of Qualifications
Audience	OFQUAL, Centres, Learners
Legislation and Regulation	OFQUAL Conditions of Recognition (GCoR) E10.1
Formally endorsed by	Chief Financial Officer
Version	5
Last Update	August 2025
Next Review	August 2026
Date effective from	1 October, 2025

1. Guidance

This policy should be read and implemented by RoSPA Centres involved in the delivery of our qualifications. This policy sets out the evidence of prior learning that will be required by RoSPA and the process and timelines for making an application for Recognition of Prior Learning.

2. Introduction

Purpose of this policy is to set out RoSPA stance on Recognition of Prior Learning (RPL) regarding our Ofqual regulated qualifications. This policy should be read in conjunction with all related RoSPA Documents, in particular qualification Specifications for individual qualifications being delivered by Centres. Recognition of Prior Learning is qualification specific, for individual qualifications e.g RoSPA Level 2 Award for Adult Social Care Certificate.

3. Definitions

- Recognition of Prior Learning – RPL
- Ofqual General Conditions of Recognition – GCoR
- VARCS - Valid, Authentic, Reliable, Current and Sufficient

4. Policy scope

RoSPA Centres who are delivering a RoSPA qualification, and Learners, or prospective Learners who are registered/considering registering on a RoSPA qualification and other users of RoSPA.

Policy

Recognition of Prior Learning allows Learners to demonstrate that they already have demonstrable knowledge skills and/or understanding for some of the assessment requirements of a qualification and so do not need to complete a full course of learning prior to assessments.

‘Prior achievement’ refers to prior learning that has been formally recognised by another organisation such as a certificate or other form of documented evidence.

RoSPA usually doesn’t change their assessment requirements based on prior learning, but there are some exceptions indicated in the relevant qualification specifications.

Centres can apply to use RPL to reduce mandatory preparation time for assessments. They must apply to RoSPA before the Learner is registered for the qualification(s) in question and provide evidence of the prior learning and they must indicate what proportion of the Learner’s preparation time they want to reduce.

The evidence the Centre presents must comply with the VARCS principles in that it must be Valid, Authentic, Reliable, Current and Sufficient. Where evidence does not meet all these principles, the Centre will be expected to complete further assessment of the Learner and/or support the Learner with further training/delivery.

RoSPA will usually provide a decision within **5 working days** after receiving the application and supporting evidence from the Centre. Centres must keep complete records of all

applications and full details of RPL evidence, along with records of assessment and internal quality assurance activities for each Learner, for three years

Recognition of Prior Achievement

When there is clear evidence that a Learner has completed units in a previous qualification that can be applied to a new qualification, this should be reviewed during the Centre's initial assessment process. Qualified and competent staff at the Centre should make the decision on recognising the Learner's prior achievement.

Prior achievement can be used when a Learner has completed a certificate for a qualification made up of several units, and one of these units is part of a new qualification they are pursuing. It is not typically used to certify an entire award, certificate, or diploma. All evidence must meet the VARCS principles: Valid, Authentic, Reliable, Current, and Sufficient. If the evidence does not meet these criteria, further assessment is needed.

The Centre should consider any changes that might have affected the Learner's previous achievement, such as sector, qualification, or legal changes and/or requirements, and conduct further assessment if there are gaps in the Learner's knowledge or competence.

If prior achievement is used, evidence must be included in the portfolio of evidence or provided to our External Quality Assurers (EQAs) for externally assessed or marked units. This evidence must also be kept in the Centre's assessment and internal quality assurance records for each Learner for three years.

5. Responsibility and review

The policy and associated arrangements will be kept under continuous review by RoSPA to ensure appropriateness and effectiveness. We will formally review and update this policy annually and revise it on an ad hoc basis, in response to customer and Learner feedback, observations from our monitoring data, changes in our practices, current best practice, guidance from the qualifications regulator or external agencies, or changes in relevant legislation.

If you would like to feed back any views or opinions or have a query about any aspect of this policy, please contact us using the details below

Contact us:

If you have any queries about of this policy

- Telephone us on: 0121 248 2115,
- Email us at: qualifications@rospa.com
- Or write to us at:

RoSPA
RoSPA House
28 Calthorpe Road
Birmingham
B15 1RP

6. Evidence

Effectiveness of this policy will be measured against our customer and Learner feedback, and observations from our monitoring data.

Approved by

Name: Monique Klein **Date:** 2/9/2026

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Appendix 1: Related Documents

Document Title	Relationship to this policy
Ofqual GCoR E10.1	Rules about qualification design: Ofqual Handbook: General Conditions of Recognition - Section D - General requirements for regulated qualifications - Guidance - GOV.UK (www.gov.uk)

Appendix II: Document Provenance

Date endorsed	Category	Summarise changes made	Reason for change	Consulted	Changes endorsed by
7/11/2024	Changes to existing policy.	Policy adjusted for RPL to be qualification led. It will be applicable for some qualifications as detailed in each qualification Specification.	Organisational Change.	Achievements Director, Responsible Officer	Achievements Director