



Recognition of Prior Learning (RPL)

1. Policy purpose

Recognition of prior learning is a process by which organisations give credit for any learning and/or achievements that have been gained whilst an apprentice is undertaking their learning programme. This can include:

- Functional skills Maths and English
- Qualifications that are a mandatory requirement for the EPA standard

1st for EPA have strict rules around what can be classed as prior learning for the end point assessment process, and these will be set out in this policy.

2. During the on-programme stage

It is not necessary for 1st for EPA to know about the prior learning which contributed towards the apprentice's training or qualification, or any reduction in training time given as a result of RPL.

3. During the gateway stage

Gateway is managed through the ACE360 portal. Training providers have access to this and will be asked to upload evidence. This evidence will include:

- Achievement of Functional Skills level 2 in Maths and English. Acceptable evidence can be found here: <https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above>
- Any mandatory qualification detailed in the standard's assessment plan ([see the Institute for Apprenticeships website](#))

Other evidence required at this stage includes:

- 1st for EPA gateway forms:
 - Certificate authorisation form signed by the apprentice
 - Gateway checklist and statement of competence signed by the apprentice, training provider and employer
- Evidence of any name change, e.g. marriage certificate
- Standard-specific documents, such as a project proposal.

4. During the assessment activities

The evidence an apprentice produces demonstrates all of their prior learning up to the point of the gateway stage. The assessor will assess the evidence produced, in line with the assessment plan.

During the interview/Q&A/professional discussion, the assessor will ask questions about the apprentice's prior experiences. These examples must be related to the time they were on their apprenticeship programme in order to demonstrate their current practice and competence in the role. Assessors will encourage the apprentice to provide the most recent examples of their practice.



5. Resubmissions

Resit: The assessor will take into account any prior achievements and assessment criteria that have passed on the first attempt. All other elements will be re-assessed as a new assessment activity (as the apprentice may have amended those pass criteria). Where a standard specifies that some elements may be carried over to a professional discussion and those discussion elements passed on the first attempt, the same elements will not be re-assessed during the resit.

Retake: There needs to be sufficient evidence of on-programme learning and the apprentice must meet the gateway requirements as defined by each assessment plan. The retake will be a new assessment and the assessor will not take into account any previous assessment activities or grade decisions. The retake may be conducted by a different assessor to ensure the apprentice has a fair attempt at the assessment and it is not conducted with any prior knowledge of the apprentice's previous activities.

6. Transferring from other End Point Assessment Organisations (EPAOs)

Where an apprentice comes to 1st for EPA from another EPAO, we discuss with the training provider how many attempts the apprentice has had at the EPA assessment and the reasons for the requested transfer. 1st for EPA will then decide whether to accept the apprentice for EPA. We are mindful of how many attempts the apprentice may have had prior to joining us and will always examine the circumstances around this.

Any apprentice who has completed EPA or part of EPA with another EPAO may **not** use that as RPL – they would have to undertake the entire EPA with us.

It should also be noted that components of the EPA cannot be certificated in isolation.

7. Policy Review

This policy was last updated 2 February 2021. It will be reviewed annually and as legislation requires.