



# Westwood Training and Consultancy

## Recognition of Prior Learning (RPL) policy

### Purpose

RPL is a process that enables people to receive formal recognition for skills and knowledge they already possess. RPL recognises that learning is continuous – at work, home and at leisure, as well as in the classroom and provides a route for the recognition of the achievements resulting from continuous learning.

RPL is an assessment process that enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit, programme or qualification have been met, the use of RPL is acceptable for validating units that form a programme or qualification.

RPL is a formal recognition process that confirms another training and/or qualification meets the requirements of part or all of a qualification. This will be stated in a qualification specification and potential learners will be required to submit evidence of achievement of the recognised training or qualification to be granted RPL.

If a qualification specification allows equivalence of another training and/or qualification the following process must be followed:

- WTC will make an RPL request on behalf of a learner to the Head of Quality at NCFE CACHE.
- Requests for RPL should be made as soon as possible once the learner is registered on a qualification. They should not be left until delivery and assessment activities have come to an end, as this could seriously disadvantage the learner if the request is rejected.
- All learners working towards NCFE CACHE qualifications must be registered for their qualification with NCFE CACHE. Requests for registering RPL learners can be made at any time. The learner will be registered for the qualification in the usual way. NCFE CACHE does not accept simultaneous applications for a learner to be registered and to receive certification.

RPL is also a process that enables learners to submit evidence of skills, knowledge and understanding that they already possess, and which meet the standards (learning outcomes) for a specified qualification.



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The assessment process for the latter approach to RPL enables confirmation of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL evidence is acceptable for accrediting all or part of a qualification unless this is disallowed in the qualification specification.

NCFE CASHE policies and procedures can be found [Mandatory policies and fees | NCFE](#)

In particular:

[recognition-of-prior-learning-rpl-credit-accumulation-transfer-policy.pdf](#)

## Review

The policy will be reviewed in September 2025.

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received