

RECOGNISED PRIOR LEARNING (RPL) POLICY

1 - Policy Statement

You must assess individual's prior learning and experience before starting the apprenticeship through a robust initial assessment of the apprentice's current competence against the knowledge, skills, and behaviours of the standard.

2 – Policy Purpose

Identify what prior learning and experience the individual has compared to the requirements of the occupational competence described in the standard, use the outcome of the assessment to identify which elements of the full training programme do not need to be delivered and tailor the apprentice's training plan to reflect this.

Findings in the evidence pack (as defined in the [funding rules 2022/2023 Version 2](#) P25 to P26), should be documented and updated in the ILR and Apprenticeship Service.

The amount of the apprentice's prior learning, in terms of off-the-job training hours, must be calculated as a percentage of the hours required by an apprentice with no assessed prior learning and experience (as defined in the [funding rules 2022/2023 Version 2](#) P25.5.1 and Initial [recognize prior learning](#) guide). Applicants with overseas certificate are advised to compare certification using [ENIC](#) to confirm qualification is equivalent to UK standards

Apprentices should not be spending paid time doing training they do not need, and the apprentice will not have a good experience if they are repeating training.

What counts as prior learning:

- Work experience (this is particularly important if the apprentice is an existing employee).
- Prior education, training, or associated qualification(s) in a related sector subject area (this goes beyond just English and Math); and
- Any previous apprenticeship undertaken.

3 - Our Responsibility

STAGE 1 – INFORMATION ON FUNCTIONAL SKILLS

As part of the initial assessment, apprentice will be required to complete Functional skills Maths and or English prior to start of the programme where required/applicable.



STAGE 2 – INFORMATION ON SKILLS AND EXPERIENCE

As part of the initial assessment, apprentice will submit information on the any qualifications which may be relevant to the apprenticeship, work experience relevant to the standard and any qualifications relating to Maths and English.



STAGE 3 – PRIOR EDUCATION CHECKS

Pre-initial assessment completed against experience in data analytics and the L4 Apprenticeship. For Functional skills if learner hasn't submitted any certificates but self declares prior attainment within the eligibility/screening pack, the on-boarding team will check this via the LRS (Learning records service) to ensure the information declared is correct.



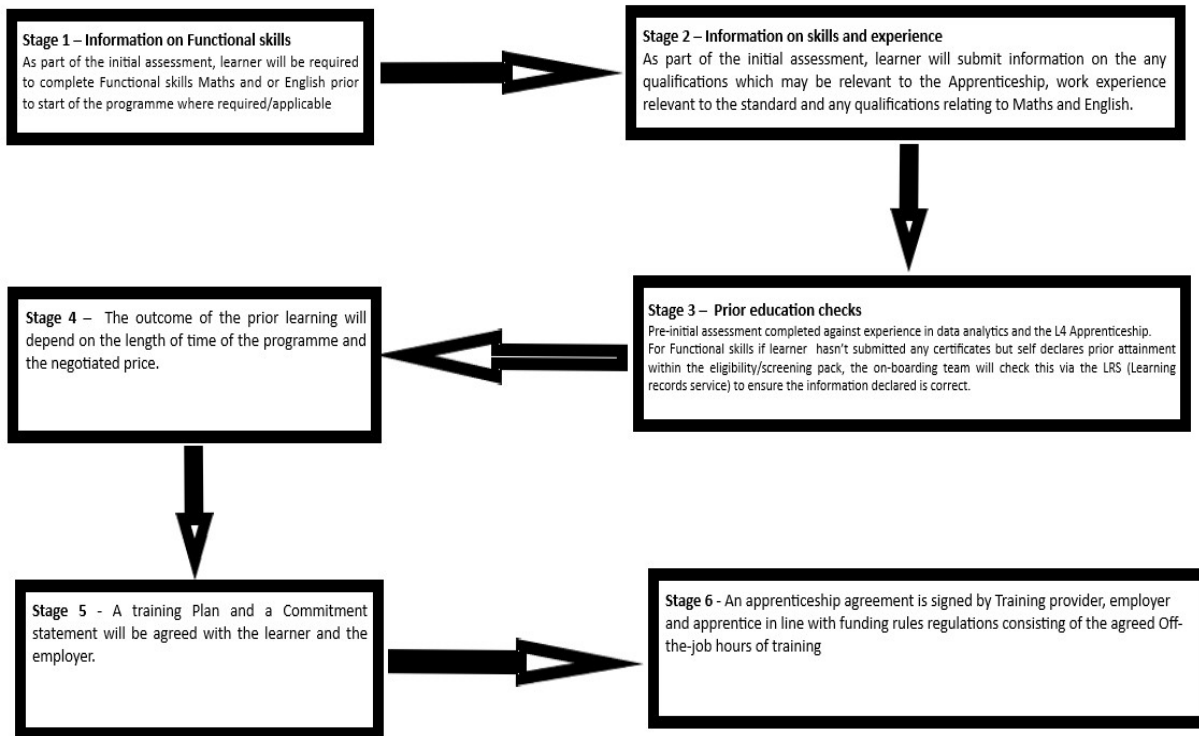
STAGE 4 – LENGTH & PRICE OF PROGRAMME

The outcome of the prior learning will depend on the length of time of the programme and the negotiated price.



STAGE 5 – COMMITMENT STATEMENT

Commitment statement will then be agreed with the learner and the employer.



Qualifications below can be used as recognised prior learning (Taken from transferable skills guidance notes SASE Version 1 August 2018).

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	4	<ul style="list-style-type: none"> - Added Version Control - Updated Formatting - Updated 2.1 to include new automated steps 	Ayodeji Olugbile	