



ENERGY &
ENVIRONMENT
AWARDS

Skills for a greener world

Recognition of Prior Learning and Recognition of Prior Achievement Policy

Version 2.0

June 2025

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Purpose

This policy sets out our approach to the Recognition of Prior Learning (RPL) and Recognition of Prior Achievement (RPA), providing guidance on what constitutes acceptable evidence and the circumstances when RPL or RPA would, and would not be acceptable, in order to for us to meet our Regulatory requirements.

Definition

For the purposes of this policy, RPL is defined as the process of adjusting a learner's training or programme of study leading to a qualification, which takes account of prior learning and RPA is defined as a learner's achievement through assessment, that can evidence or demonstrate that a learner already has the knowledge, skills or understanding to meet either a learning outcome or an assessment criteria within a qualification.

Centres are responsible for identifying, mapping and recording RPL for each learner, in order for a learner to not have to repeat unnecessary learning and therefore reduce their burden. This evidence will be required as part of our external quality assurance activity to ensure that all learning outcomes and guided learning hours have been covered for each learner, for an Energy & Environment Awards qualification, other than EPA.

Occasionally, where there are identical units or content in other Energy & Environment Awards qualifications, including where there is progression to a higher level qualification or common assessment criteria between qualifications, RPA evidence of learner achievement **may** be recognised and this will, where possible, be identified in the respective qualification specifications.

Where there is common content from the achievement of part(s) of other Awarding Organisations' qualifications, the Centre must provide us with evidence showing how the achievement exactly maps to the content of our qualification for which RPA is requested, and we will make the decision whether the achievement is valid, covers the comparable assessment criteria in our qualification completely or whether further assessment is required. The Centre must also keep records of the RPA request and outcome, which will be subject to external quality assurance sampling.

Scope

This policy relates to RPL and RPA with respect to our qualifications, **excluding** end-point assessment (EPA). Should an Apprenticeship training provider decide to apply RPL to reduce an apprenticeship programme for a learner, that is not within the scope of this Policy.

Our policy **may** apply to EPA, where a learner has moved Employer or Centre and as a result moved to another Awarding Organisation, or the Centre has ceased trading, in which case we **may** accept evidence of successful completion of a component of EPA towards EPA completion with Energy & Environment Awards .

We do not accept RPA for a full qualification. If a learner has achievement which directly relates to, and would negate the need to repeat, for example a full unit, within a qualification, this **may** be considered an exemption and should be checked with us before registering the learner as potential RPA as described below.

Acceptable evidence

All RPL applied by the Centre for a learner's programme of study, must be evidence based, recorded on the Learner's learning record and be subject to the same assessment and quality assurance process by the Centre as all other assessment decisions.

Similarly, applications to us for RPA for a learner's achievement to be recognised, must also be individual to a learner, recorded on the Learner's learning record, including the decision or outcome of the request and any subsequent actions.

RPL and RPA must be available for external quality assurance sampling and monitoring purposes, and where RPA has been used to show achievement, this must be notified to Energy & Environment Awards' External Quality Assurer in advance of achievement claim, to enable validation prior to approving the claim.

RPA is not a requirement for completing an Energy & Environment Awards qualification, it is optional and must be explained to the learner and their employer prior

to starting an Energy & Environment Awards qualification as part of the Centre's own policy. If there is any doubt as to whether the evidence presented is valid, the Centre must seek clarification from us before the learner is registered.

Our qualifications are subject to regulatory requirements and, as such, all qualification achievements must be comparable across learners, cohorts and centres. A learner who has already achieved part of a qualification must be able to demonstrate, through evidence, that the achievement is valid, current, reliable, authentic and sufficient to meet the intended learning outcomes and assessment criteria for the qualification compared with another learner completing the same qualification in its entirety.

Valid

The evidence presented must directly relate to the required learning outcome(s) and assessment criteria of the qualification at the appropriate level.

The decision as to whether RPL can be used where part of a training programme meets some learning outcomes and assessment criteria, must be based on evidence, reviewed by a qualified competent trainer /assessor able to make the judgement on comparability of learning.

Similarly, where RPA is requested, the Centre must provide evidence, mapped to the relevant assessment criteria of the qualification, to ensure that the assessor and internal quality assurance (IQA) decisions are subject to the same scrutiny as other learners completing the same qualification. Energy & Environment Awards will make the final decision to accept the request for RPA or not.

Current

The evidence presented for RPL or RPA must directly relate to existing industry/ sector practices and activities as reflected in the relevant learning outcome(s) and assessment criteria. The evidence must reflect and refer to existing technological and legislative practices.

Reliable

Centres must demonstrate a consistent approach to decision making by trainers, assessors and internal quality assurers against the learning outcomes and assessment criteria whether RPL is used or not or whether RPA is requested or not.

Authentic

The RPL and RPA evidence must be the learner's own work.

Sufficient

For the purposes of this policy, RPL is defined as process of adjusting a learner's training or programme of study leading to a qualification, which takes account of prior learning and RPA is defined as a learner's achievement through assessment, that can evidence or demonstrate that a learner already has the knowledge, skills or understanding to meet either a learning outcome or an assessment criteria within a qualification.

The evidence should demonstrate an equivalent amount of learning, at the correct level to the breadth and depth required against the learning outcomes compared to the guided learning hours published by Energy & Environment Awards. Any gaps in coverage for a particular learning outcome or assessment criteria must be supplemented by further evidence to ensure the full content of the qualification is covered, prior to any claim for achievement.

Similarly for RPA, the Centre must provide us with evidence showing how the achievement exactly maps to the content of our qualification and is therefore sufficient for us to make a decision on the RPA as requested, or whether further assessment is required.

Examples of RPL evidence

All of the following should be accompanied by specific mapping to learning outcomes and assessment criteria in Energy & Environment Awards qualification content in the respective specification:

- Initial assessment reports, for example underpinning knowledge tests, recruitment/induction interviews, skills scans, self-assessment and supplementary discussion
- Witness testimonies signed by a learner's manager or a technical expert at the employer, whose competence is demonstrated
- Learner project, assignment, activity report or portfolio accompanied by a declaration that it is their own work
- Content/coverage and attendance record for a non-certificated or unaccredited training course or volunteer programme or other relevant work mapped appropriately
- Record of an assessor professional discussion to confirm knowledge, or an observation to check a skill or competence, based on the review of written report or other evidence presented
- Evidence generated by a learner on a similar qualification who has transferred to an Energy & Environment Awards qualification as a result of a change of Employer or Centre

Examples of RPA evidence

- Awarding Organisation Certificate or official result slip for a qualification, unit or assessment accompanied by the results of detailed mapping exercises to demonstrate achievement against the assessment criteria in Energy & Environment Awards qualification to demonstrate coverage and/or to identify gaps.

Please be aware:

RPL or RPA is not available for externally set assessments, exams or assignments.

Policy Review Arrangements

This policy is subject to a three-year review cycle, or earlier should any feedback or concern be brought to the attention of Energy & Environment Awards, to ensure it remains fit for purpose and the process and its outcomes are deliverable.

It is also reviewed as part of Energy & Environment Awards continuous improvement monitoring through its annual self-assessment arrangements.

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