

## Recognition of Prior Learning Policy

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## Introduction

There may be instances whereby CIOL Qualifications (CIOLQ) allows candidates to demonstrate, through their previous certificated achievement, that they have already met the requirement of a unit and do not need to be assessed against the unit agreed upon.

This policy sets out the process and guidance for CIOLQ candidates and universities. It seeks to support candidates to avoid duplication of learning where this may be valid and appropriate for CIOLQ.

## Scope

This policy is aimed at candidates, universities, internal CIOLQ staff, and third parties. It applies to our recognised qualifications. More detailed information can be found in the relevant qualification's specification.

## Rationale for Recognition of Prior Learning

In line with the regulatory arrangements, Recognition of Prior Learning (RPL) is defined as:

- Identification by an awarding organisation of any learning undertaken, and/or attained, by a learner before taking a qualification that the awarding organisation makes available.
- It is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding, or skills they already possess and do not need to develop through a course of learning.

Where RPL is permitted for one of our qualifications, RPL must be an integrated part of an agreed and approved quality assurance process and must follow the criteria listed below:

- Where a claim for RPL is permitted it must represent at least one complete unit within a qualification. It is not possible to award credit for partial completion of a unit.
- It is the individual candidates' choice and responsibility to decide whether or not they wish to claim RPL if this is permitted.

## Exemptions

Any opportunities for exemptions will be outlined within the relevant qualification's specification.

## Equivalent Units

If any of our qualifications permit RPL, the use of an equivalent unit will not attract additional credit, as the skills, knowledge, and/or competencies described in the unit will have already been recognised in the credit system.

## Policy updating and reviewing

All policies relating to CIOLQ will be updated on an 18-month cycle or sooner as required.

## Policy version and owner

Policy review date	May 2026
Policy owner	Responsible Officer

## Regulatory references

Ofqual General Conditions of Recognition
Condition E10: Recognition of Prior Learning
Qualifications Wales
Condition E10: Recognition of Prior Learning