**Policy on Recognition of Prior Learning (RPL)**

RPL is a method of assessment leading to the award of ASA/UKCC Teaching Aquatics and Coaching certificates 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 so do not need to develop through a course of learning.

RPL enables recognition 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 is acceptable for accrediting a unit, units or a whole qualification.

Evidence of learning must be:

* Valid
* Reliable.

**The process of recognising RPL is:**

1. **Identifying what the learner knows and can do;**

At induction provide guidance to the learner – interview, CV, portfolio, questionnaire, certificates.

1. **Matching the learner’s skills, knowledge, and experience to specific standards and the associated assessment criteria of a qualification;**

Assessor/Centre assesses evidence against standards.

1. **Assessing the learner against those standards;**

Assessor assesses learner via interview, Q/A, exam, oral exam, portfolio detailing relevant experiences and identifying the learning achieved and testimonials from employer/supervisor.

1. **Crediting the learner for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.**

Centre to credit respective unit, units or whole qualification

**Formal learning** is that which took place through programmes of study or training delivered by training or education providers and which attracted an award.

**Non-formal learning** is that which took place alongside mainstream systems of training/education. It may be assessed but does not lead to certification. Eg learning and training activities undertaken in the workplace or in community-based learning.

**Informal learning** is that which took place through life and work experience (experiential learning).

It is often unintentional learning and may not have been recognised at the time of the experience as contributing to skills, knowledge and competencies.

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| **Stage 1** | Learner explains to Centre why they require RPL (at induction). | Centre starts file and records detail of discussion. Advises on evidence. |
| A £50.00 Initial Assessment Fee must be received before your application is processed |
| **Stage 2****Identifying** | Assessor and learner identify relevant unit standards and possibly the qualification. | Learner to discuss with assessor what is to be assessed and best way to assess. Learner goes back and gathers evidence. |
| **Stage 3****Matching** | Centre identifies course and units required to achieve qualification. | Learner collates evidence for assessment, forwards it to Swim UK with completed RPL Initial Questionnaire Attached). |
| An individualised fee will be due before the commencement of any training or learning can take place to complete the required units. This is based on what is required from your application form, and will be confirmed before booking any assessments, interviews, exams etc... |
| Stage 4**Assessing** | Learner to submit portfolio to assessor at start of ASA/UKCC course. Assessor gives guidance to complete. | Summative assessment near end of course.Complete AB paperwork.  |

**The process of recognising RPL is:**

**Role of Learner**

* Reflect on non-formal and informal learning, eg experience gained at work, relevant voluntary work and leisure activities, formal or informal education and training, adult education courses, in-company training, independent studies and home-based activities.
* Conduct a self-assessment against unit standards which relate to the learning and the qualification
* Provide evidence of learning and develop a portfolio of evidence.
* Identify with assessor/centre which units/areas of learning still need upgrading.

**Role of Assessor**

* Meet with learner to
* Identify unit standards, course outcomes or qualifications that will relate to the prior learning
* Discuss the assessment process
* Identify relevant assessment methods and time frames.
* Plan, prepare and structure the assessments for the unit standards
* Conduct the assessment, evaluate the evidence and make an assessment.
* Record the assessment decision and give feedback to learner.

**Role of Internal Verifier**

* Plan and prepare for internal verification.
* Carry out internal verification as detailed by AB.
* Record result of internal verification as detailed by AB.

**How much will it cost?**

* Initial assessment fee: £50.00- compulsory, non-refundable fee to be assessed for consideration of RPL
* Awarding of qualification: Dependant on requirements (likely to be at least £400.00 for Level 1 and £750.00 for Level 2 but this could be significantly higher or lower). This will be confirmed for you before attending any sessions/ assessments.

***To be considered for RPL the completed RPL Initial Questionnaire and any supporting evidence must be received by Swim UK at least 4 weeks prior to the start of the course.***

**Application Form**

**Personal Details**

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| **Full Name:** | Click here to enter text. |
| **Date of Birth:** | Click here to enter a date. |
| **Address:** | Click here to enter text. |
| Click here to enter text. | **Postcode:**  | Click here to enter text. |
| **Home Phone:** | Click here to enter text. | **Work Phone:** | Click here to enter text. |
| **Mobile Phone:** | Click here to enter text. |
| **Email Address:** | Click here to enter text. |
| **Nationality:** | Click here to enter text. |
|  |
| **Emergency Contact Name:** | Click here to enter text. |
| **Emergency Contact Number:**  | Click here to enter text. |
| **Medical Information or Learning Difficulties:** | Click here to enter text. |
|  |
| **Are you currently teaching/coaching**  | Choose an item. |
| **If so where?**  | Click here to enter text. |
| **What days/times would be suitable for an RPL Assessment (you must be teaching/coaching a group of 8 or more)**  | Click here to enter text. |

 **Recognition of Prior Learning Initial Questionnaire**

This questionnaire can be used to ascertain the possibility of a learner presenting evidence that can count as prior learning towards a whole unit, units or a whole qualification. Partial completion of a unit(s) will not be credited.

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| Name of Learner | Click here to enter text. |
| Qualification /Units/Unit | Choose an item. |
| Prior Learning. For Example: | Example evidence:  | Please detail below any evidence you are submitting. |
| Any concessions granted by ASA | Letter from ASA | Click here to enter text. |
| Core units achieved in other disciplines. E.g. L1 units 101-104 | Copy of certificates | Click here to enter text. |
| Degree in psychology/sports science | Copy of degree | Click here to enter text. |
| A/AS levels in appropriate subjects | Copies of certificates | Click here to enter text. |
| Relevant experience at work or elsewhere | Training LogCoach testimonialSession plansEvaluations | Click here to enter text. |
| Personal sports performance | Result sheets/MedalsArticles in journals or newspapers | Click here to enter text. |
| Personal sports training | Training LogWitness statementsCoach testimonials | Click here to enter text. |
| Voluntary work | Witness statementsTestimonials | Click here to enter text. |
| Leisure activities | Relevant evidence | Click here to enter text. |
| In-company training | Log of trainingCopy of certificate | Click here to enter text. |
| Independent studies | Relevant evidence | Click here to enter text. |
| Home-based activity | Relevant evidence | Click here to enter text. |
| Any other evidence | Relevant evidence | Click here to enter text. |

Learner Name: Click here to enter text. Signed: Click here to enter text. Date: Click here to enter a date.

Assessor/Centre Contact Name: Click here to enter text. Signed: Click here to enter text.

Date: Click here to enter text.