

## Oxford Professional Education

**Policy date: January 2020**

**Reviewed: January 2024**

**Policy Review Date: January 2025**

**Reference number 16**

### **Apprenticeships Recognition of Prior Learning (RPL) Policy**

#### **Rationale**

Oxford Professional Education (OxPE) recognise that some apprentices may be able to use previous study at a similar level, or experience gained through work or other settings, against certain aspects of the Apprenticeship Standard . This policy sets out the rationale and methodology OxPE will apply when assessing RPL.

What counts as prior learning?

- Prior education, training or associated qualifications in a related sector subject area – this is in addition to relevant maths and English qualifications an apprentice may have achieved
- Any previous apprenticeship undertaken
- Any extended sector work experience or working activities undertaken

Following the update to the Apprenticeship Funding Rules in 22/23, this is now even more important as any application of RPL must translate to a reduction in the Total Negotiated Price (TNP). Comprehensive rules regarding this aspect may be viewed at : [2223 Provider Rules Version 2 Final Updated180122.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1180122/2223-Provider-Rules-Version-2-Final-Updated180122.pdf).

#### **Methodology**

In consultation with the employer whenever possible, OxPE will undertake an Initial Assessment (IA) of every apprentices' prior learning before the apprenticeship begins and establish a baseline of their achievements. The outcomes of the (IA) will be used to agree and set out clear milestones in a Commitment Statement.

For employers of apprentices, the IA outcomes will feed into apprenticeship funding negotiations and will be used to adjust the duration and costs of the apprenticeship.

#### **Initial Assessment**

A range of methods will be used before a learner begins their apprenticeship to assess their starting point, where possible this will be completed in consultation with the employer. On a case by case basis and using a range of methods including as a minimum, BKSB, skills scan, prior achievement, time in role and progression to Advanced levels or progression in work the following criteria will be ascertained:

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- What is the learner's intended end goal?
- Where are they against this?
- How much do they already have?
- Do they require significant new learning?
- Has any previous knowledge-based learning been put to the test?

### **Adjustments**

Funding percentage reduction, change of duration or OTJH's will be calculated by OXPEG in accordance with the pre-defined strategies below and will be finalised in consultation with OXPEG Business Development Executive and audited as part of on-going compliance checks.

- Unit for unit adjustments within qualifications.
- Credit adjustments against previous qualifications compared with knowledge, skills and behaviours needed within proposed Apprenticeship.
- Credit adjustments against competency of required knowledge skills and behaviours of the proposed Apprenticeship.
- OTJT hours needed within Apprenticeship

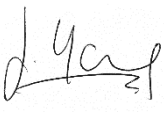
The calculation will take into account the number of criteria there are in the associated Apprenticeship for both Knowledge and Skills.

### **Evidence**

Discussion and question evidence of agreed RPL decisions and adjustments will be recorded on the apprentices

### **Commitment Statement.**

IA RPL scores will also be uploaded onto our OneFile platform and reviewed throughout the Apprenticeship programme to measure development and progress.

Signed: 

Date: January 2023