

## APPRENTICESHIPS: INITIAL ASSESSMENT RECOGNITION OF PRIOR LEARNING (RPL)

### Rationale

All apprentices must be assessed at sign up for prior learning in terms of prior qualifications and achievements but also for their knowledge, skills and behaviours as outlined in their standard. If apprentices have prior qualifications, knowledge, skills and behaviours they must be taken into account in terms of costing for the framework/standard.

### Process

Initial assessment checks that the apprenticeship (both the job role and the training) is an appropriate programme for the individual. 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. Apprenticeship funding should not be used to pay for, or accredit, existing knowledge, skills and behaviours.

The Business Development team should work in conjunction with the Assessors/Trainers to ascertain the RPL and this must be recorded clearly on the Commitment Statement – Schedule 1.

Alongside reducing the cost of an apprenticeship for an employer, RPL should, in most cases reduce the length of the apprenticeship. The new (reduced) duration must still meet the minimum threshold of 12 months. At least 20% of the paid hours for the new (reduced) duration must be spent on off-the-job training. Where the training time has not been reduced the reasoning for this must be outlined on the Commitment Statement – Schedule 1.

RPL should be considered in terms of:

- 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 (beyond just English and maths);
- Any previous apprenticeship undertaken;
- What is the goal and what is the apprentice trying to achieve?
- Where are they currently against this goal?
- How much of the content is new to them?
- Do they require significant and sustained new learning?

Advice and clarification on the Initial Assessment Recognition of Prior Learning (RPL) policy should be sought from the Director of Planning, Funding, Information and Marketing.

Quality Assurance – version control			
Review period	2-yearly	Review carried out by	Director of Planning, Funding, Information & Marketing
Approved by	SLT	Date approved	2.4.19
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