

# **Information Notes Series 4:**

## **Recognition of Prior Learning for Credit Rating Bodies**

### **Note 4.4 Completing and Certificating the RPL Process**

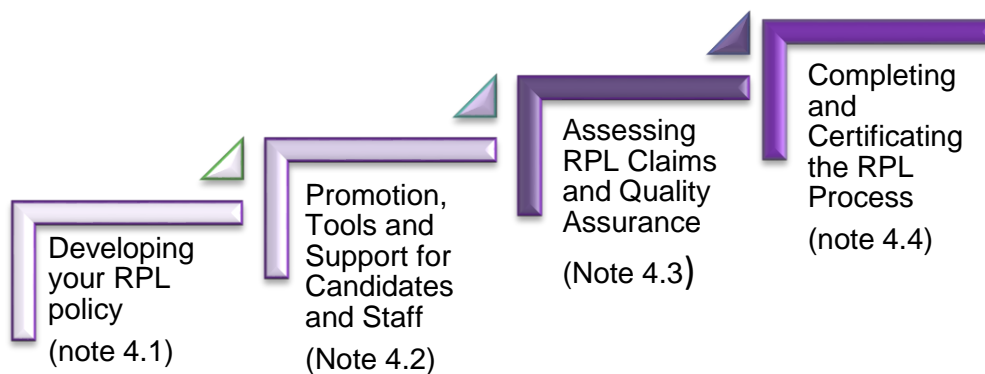
## Information Note 4.4

### Recognition of Prior Learning (RPL) for Credit Rating Bodies (CRBs)

#### Completing and Certificating the RPL Process

This information note supplements the principles and guidance within the SCQF Handbook. Other useful resources include the [RPL Toolkit](#) which is a guidance tool to signpost learners, and guidance professionals who are supporting a learner through the RPL journey.

**This note is the final note in a series about RPL for CRBs. The first three notes covered writing your RPL Policy, promotion, tools and support for candidates and staff and assessment and quality assurance considerations. This final note will consider how to complete and certificate the RPL process.**



#### Introduction

It is important to have formal procedures in place as to how and when candidates are informed of the outcome of their claim for RPL and how this will show on a candidate's record. Consideration should be given to situations where the claim has been successful or unsuccessful and what candidates can do next. Decisions should be made about how this will be recorded on the organisation's systems and how this might appear on a candidate's record or transcript.

Considerations should be given to timescales, especially when dealing with claims for advanced entry or exemptions to a programme as this may impact on a candidate's ability to progress on to the next stage of their programme.

## Completing and Certificating an RPL Claim

Here are some points to consider:

- The process to inform candidates of the outcomes of their RPL claim. This should include as a minimum, information about:
  - the level and amount of credit awarded
  - the next steps in the process following a successful claim including arrangements for entry to the programme of study and timescales
  - If you are dealing with a claim in the workplace, consideration should be taken as to what this then permits the employee to do next in their career
  - the grounds for resubmissions, if this is permitted, and appeals
  - the process for resubmissions and appeals (including timescales)
  - the guidance and support that will be provided if a candidate needs to resubmit a claim.
- The recording of any successful RPL including credit transfer. This should include as a minimum, information about
  - the processes which will be undertaken to formally record a successful RPL claim within the institution, or within the workplace, the staff who will do this and when it is added
  - a clear description of how and where the RPL will be shown on a candidate's work record or transcript
  - if the claim is for advanced entry or exemption to, or within, a programme of study a form of words should be agreed upon which identify what the claim was for plus the level and volume of credit.

