



IIMTS
Awarding Body

IIMT STUDIES LTD **CENTRE POLICY**

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Recognition of Prior Learning Policy

Policy Compliance:

This policy complies with
Ofqual, Handbook- General Conditions of Recognition

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Awarding Quality Qualifications through Global Recognition

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Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer-
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IIMTS AB

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(A) Policy Statement:

IIMTS, as an Awarding Body, is responsible for registering the right and eligible professionals only, apart from designing the right curriculum, learning delivery, assessment and award of qualifications. There has to be a clear process for enrolment at centres so that only an eligible professional meeting the standard prescribed criteria and requirements for enrolment is enrolled for a specific course. This process includes verification of not only the authenticity of prior academic qualifications but also verification of prior skills and competencies claimed by the professional in his application, as per the pre-requisite of enrolment.

Every learner has a prior learning achievement which should be validated with a standard process, meeting the policy of IIMT Studies, in order to ensure no learner has taken enrolment in the course or programme with:

1. Incomplete documentation.
2. Fulfilling partial eligibility criteria
3. Submission of unrecognised qualifications documents.
4. Qualifications which are not recognised for enrolment in IIMTS courses.
5. Not possessing the minimum skills and competencies (English language knowledge, computer proficiency, etc) required to be eligible for the enrolment.

This policy applies to all learners, centres and other stakeholders holders of IIMT Studies.

(B) Objectives of Policy:

- To ensure previously assessed and certificated learning gets recognition in order to meet the qualification requirements offered by IIMT Studies.
- To find out whether the previously attained qualifications are reasonable enough and appropriate for enrolment in our qualifications.
- To ensure the right practice is followed to recognise the previously achieved learning and certificate.
- To ensure the right RPL practice in order to meet the qualification eligibility requirements.
- To ensure no malpractices and maladministration during the process of RPL.
- To establish accountability and ownership for verification of the authenticity of prior qualifications and their documentation.

(C) Definitions :

Reference - 1

"Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of credit] that considers whether Learners 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."

(Regulatory Arrangement for the Qualifications and Credit Framework)

RPL Terms:

- Credit Transfer/ Credit Accumulation
- Shared units
- Equivalent units
- Previous qualifications and qualification legacy

Recognition of Prior Learning is defined as the formalised process by which previously assessed and certified learning is acknowledged as equivalent in meeting the stipulated requirements for achieving a qualification.

Confusing terms:

Various terms and processes often confused with RPL are clarified in this section:

Equivalent Units: These are different RQF units judged to be equal to or greater than the content of another. An equivalent unit must have the same credit value (or higher) and the same level (or higher).

- Credit Accumulation and Transfer and Credit Transfer
- Qualification Legacy
- Predecessor Qualification
- Shared Units

IIMT Studies encourages the utilisation of these processes where they add value to learners and/or centres.

(D) Policy Framework :

This policy will have the following major compliance segments:

- Verification and validation
- Use of RPL
- RPL assessment
- RPL Process
- Exemptions of equivalent units and credit transfer
- Outcome of RPL
- Documentation

(E) Verification and validation:

Every recognised centre must follow the policy in order to deliver the qualifications offered by IIMT Studies. They should have the RPL policy in place, which must ensure:

- a. Available opportunities and disadvantages to the learner
- b. Learner's responsibilities
- c. Assessor's Responsibilities
- d. Quality Assurance Process (QAP)
- e. Key staff involved in QAP
- f. The process to validate the prior learning
- g. Identified a timeframe to declare the outcomes of the recognition process
- h. All units claimed are covered by the RPL process

Centres must know:

- IIMT Studies may be involved in the RPL process if they aren't able to validate, verify and certify that any learner's prior learning fulfils or meets the eligibility standards for the course.
- May cross-check the RPL process at any time once the learner is registered on the IIMT Studies portal.
- Must ensure the RPL process is followed in the true spirit, and the centre can demonstrate and produce the evidence whenever required by IIMT Studies.
- While claiming the unit exemptions, one must produce the evidence of the claim and the process followed to recognise them.

(F) Use of Recognition of Prior Learning:

RPL process is to be utilised to verify and validate the learners' claimed evidence valid for previous learning/experience:

What can be produced:

- Evidence of education and training
- Valid experience and certificates
- Certificates for English language courses (like IELTS) or computer literacy courses, if any
- Community or voluntary engagements

RPL is applicable when a learner submits evidence of prior learning that has not been formally recognised through a qualification or other certification.

This evidence may represent various facets of a learner's previous experiences, including:

Maintaining good practice in RPL involves identifying the potential for a learner to claim credit through any form of RPL during the initial assessment process. It is important to inform the learner about the potential advantages and disadvantages associated with pursuing an RPL claim.

Learners should not opt out of the teaching and assessment of a unit in anticipation of gaining credits through RPL before the claim has received official approval. This process ensures that learners make informed decisions and participate fully in the learning and assessment process.

Exemptions:

Exemptions allow the recognition of qualifications (i.e., formally recognised achievements) obtained outside of the RQF. However, unlike RPL, they do not attract credits as the skills, knowledge, and/or competencies described in the unit have already been acknowledged.

Recognition of Prior Certificated Learning (RPCL):

The centre is required to establish its own RPL policy that clearly outlines the roles and responsibilities of the learner, the assessor, and other key staff involved in ensuring the quality assurance of the qualification in line with the RPL policy of IIMT Studies.

Learner applications for RPCL must undergo a process of assessment by the centre to verify that the learner has undertaken sufficient learning at the appropriate level, covering the content of the unit being claimed. This involves mapping the unit content to that of the unit or qualification previously achieved. The responsibility for this mapping process lies with either the learner or the centre, but evidence of this procedure must be submitted along with a copy of the original certificate when the RPL application is submitted to IIMT Studies.

(G) Recognition of Prior Learning Assessment:

The protocol of RPL assessment applies to every claim and its components. The assessor must not ignore any element of the claims. It includes:

- Theory evidence
- Evidence of previous work
- Project works
- Other claimed evidence

The process below must be followed while assessing the claims.

Validity:

Does the evidence truly indicate the fulfilment of the assessment criteria? In the context of Recognition of Prior Learning (RPL), the type of evidence becomes an important point. It is extremely critical to assess whether the provided evidence aligns with the RPL requirements.

Certificates:

- The learners must have seen original copies/true copies of certificates
- If the original is lost, the replacement certificate must be produced

- Internal certificate of Completion must not be accepted, provided by the training provider.
- While verifying, the respective awarding organisation should be consulted.

Evidence of previous work:

- Evidence produced by a learner must have valid dates and signatures.
- The photocopies must be self-attested by the learner producing the evidence. The original documents are a must to verify the photocopies.
- Evidence that the above requirements are fulfilled must not be considered.

Authenticity:

The evidence to be assessed:

- Must not be the work of a third party, team or group of people. It must belong to the learner applying for the RPL
- Must be achieved by the learner himself/herself
- If teamwork is demonstrated, there must be sufficient evidence of being a team working on it. In such cases, learners' work must be identified considering their own achievements if the assessment criteria are individual.
- Blurred/Faded/half evidence must not be evaluated
- Assumptions must not be considered when making the decision

Sufficiency:

Sufficient evidence is required to thoroughly satisfy the requirements outlined in the assessment criteria or learning outcomes under consideration. In cases where the evidence obtained through Recognition of Prior Learning (RPL) is insufficient to meet these requirements in full, it is necessary to go ahead with additional evidence derived from other suitable assessment method(s). The fulfilment of requirements or outcomes can only be confirmed when there is evidence submitted that aligns with both RPL and the required assessment methods.

Incomplete evidence will not be accepted.

Reliability:

The evidence must be reliable, which may also include the witness testimony.

- a) The evidence and the witness must be reliable
- b) The assessor must assess the occupation of the witness.
- c) Evidence must help the assessor to come to a decision
- d) Evidence must not be confusing

(H) Recognition of Prior Learning Process:

Who can be involved:

- Identifiable staff of the approved centre
- Staff involved in the process must hold relevant expertise to carry out the

process. Methods to be used to follow the process:

- Reliability of the documents
- Examination of evidence
- Cross-verification of the produced evidence and claims
- Expert witness testimony
- Multiple assessment methods to examine the demonstrated evidence
- Professional discussion

This may require coordination with a learner for planning, making a decision on assessment, and feedback from the learner (award or not award of credits).

Must follow for Centres:

Centres intending to undertake Recognition of Prior Learning (RPL) are required to observe the following protocols:

- RPL activities should be conducted by centre staff approved by IIMT Studies, possessing the relevant expertise to meet the IIMT Studies' standards.
- Staff conducting RPL must be provided with sufficient training for the RPL.
- Conflict of Interest must be identified.
- The choice of assessment methods will align with the assessment strategy for the respective qualification, potentially involving methods such as document examination, expert witness testimony, identification, and professional discussion as mentioned above.
- The RPL assessment is a critical process, involving planning with the learner, making formal assessment decisions, delivering feedback to the learner (including guidance in situations where credit is not awarded), and maintaining thorough records.
- Assessors must ensure the details of all claimed learning outcomes and assessment criteria while maintaining records in a standard manner. The RPL process is subject to the same quality assurance requirements as any other assessment method.
- The percentage of accreditation granted through RPL will be determined on a case-by-case basis and will not contribute to 100% of any IIMT Studies qualification.

(I) Appeals on decisions:

Learners should be informed of their right to access the appeals process if they believe the assessment decision is unfair.

(J) Record of evidence:

In order to comply with this policy, the assessor additionally ensures to record all evidence, processes and outcomes followed for the RPL recognition process and produce it to IIMT

Studies in a usual way. The same must be followed on a case-by-case basis for every qualification.

(K) Exemptions of equivalent units and credit transfer:

The exemption allows the recognition of formally recognised achievements which may be obtained by the learner outside the Regulated Qualification Framework. This may require a centre to have the prior assessment done. However, this doesn't guarantee the desired outcome if IIMT Studies conducts the check on the assessment to minimise the risk associated with it, which turns out to recall the centre's decision. Such cases may also be considered under malpractice and maladministration.

(L) The outcome of Recognition of Prior Learning:

The result of RPL may result in the recognition of produced evidence after the necessary assessment practice. The credits can be claimed on the basis of the learner's sole achievements if they have confidence in achieving the outcomes of the units/modules with their previous knowledge or skills.

If individuals can provide evidence that meets the requirements of assessment criteria, recognition can be accorded for their existing knowledge, understanding, or skills.

An individual demonstrating the fulfilment of all learning outcomes and assessment criteria in a unit is entitled to claim credit for that unit based solely on their Recognition of Prior Learning (RPL) achievement.

In instances where RPL evidence covers only some learning outcomes or assessment criteria or partially meets the requirements, additional assessment methods should be incorporated to generate sufficient evidence for a secure assessment decision.

Evidence utilised for RPL is not constrained by a specific timeframe, but assessors must confirm its validity and authenticity.

RPL can be employed in conjunction with other assessment methods, such as professional discussion or observation, to assess current performance.

Evidence derived from RPL is on par with that obtained through any other acceptable assessment method. Consequently, if the standard of a unit is wholly or partially met by evidence from RPL, credit can be rightfully claimed.

The Recognition of Prior Learning is fully based on:

- assessments
- demonstrated evidence
- validity and authenticity
- may additionally require the observation of current units despite having the RPL process done
- standards of the unit must meet the evidence obtained from RPL



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