

# ILLUMIN ACADEMY

## Recognition of Prior Learning (RPL)

### Policy - V1.0

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#### 1. Purpose

This policy outlines Illumin Academy's position on Recognition of Prior Learning (RPL) and the procedures for learners wishing to apply for RPL towards a qualification. The policy ensures that all RPL applications are handled fairly, consistently, and in accordance with the guidelines of awarding bodies such as OTHM and NCFE CACHE.

#### 2. What is RPL?

Recognition of Prior Learning (RPL) is a process by which learners can receive credit for knowledge, skills, and experiences they have already acquired through formal, informal, or non-formal learning. This may include previous qualifications, training, or workplace experience that aligns with the learning outcomes of a qualification.

Illumin Academy may accept RPL applications on a case-by-case basis, subject to awarding body guidelines and qualification-specific rules.

#### 3. How to Apply for Consideration of RPL

Learners who wish to apply for RPL must:

- Submit a formal RPL application form to [info@illuminacademy.com](mailto:info@illuminacademy.com)
- Provide a detailed portfolio of evidence that supports the claim, which may include:
  - Certificates or transcripts of previous qualifications
  - References or confirmation from employers
  - Work samples or documented practical experience
  - Reflective accounts or learning logs

The application must clearly map the evidence provided to the learning outcomes of the relevant unit(s).

#### 4. How the Request is Reviewed and Timelines

- All RPL requests will be acknowledged within 3 working days.
- The application and evidence will be reviewed by a qualified assessor within 10 working days.
- Additional evidence or clarification may be requested if necessary.

- Internal Quality Assurance will verify the assessor's decision within a further 5 working days.
- Where required, the awarding body may be consulted before final approval is granted.

## **5. How Learners Will Be Advised of the Outcome**

Learners will be notified of the outcome of their RPL application in writing via email. The outcome will specify:

- Whether the RPL application was successful, partially accepted, or rejected
- Any units for which credit has been granted
- Any remaining learning or assessments required
- The reason(s) for rejection if applicable and options for appeal

## **6. Policy Review**

This policy will be reviewed annually or earlier if required by updates in awarding body regulations or internal procedures.

## **Contact Information:**

Course Coordinator

Email: [info@illuminacademy.com](mailto:info@illuminacademy.com)

Illumin Academy | [www.illuminacademy.com](http://www.illuminacademy.com)