



Chartered  
Institute of  
Housing  
Approved centre

# Recognition of Prior Learning Policy

## 1. Definition of Recognition of Prior Learning (RPL)

For the purpose of this document Recognition of Prior Learning (RPL) refers to the process by which a learner is deemed to have met the learning outcomes and assessment criteria for a unit or programme of learning through previously acquired knowledge and understanding. The principle is that individuals should not be required to 're-learn' or be 're-assessed' on something they already know, understand or can do.

## 2. CIH Housing Academy requirements for RPL

To accept a request from an individual for RPL the Housing Academy must be confident that an individual has either:

- achieved a full unit of learning that is recognised by the relevant awarding organisation OR
- achieved a recognised qualification that matches the requirements of the qualification for which the learner would like to apply recognition of prior learning

Individuals must be able to provide evidence that they have achieved the learning (usually a certificate of achievement) as part of their application for RPL.

To apply RPL CIH Housing Academy must be satisfied that the learning an individual has achieved, and any associated assessment to verify the learning, was rigorous enough to exempt an individual from completing learning outcomes and the associated assessment for either a single or multiple units which comprise a regulated qualification.

CIH Housing Academy does not accept RPL for partially completed units or prior learning that requires mapping across to the qualification learning outcomes and assessment criteria a learner is currently working towards.

## 2.1 RPL of a full unit of learning

If an individual has achieved a unit of learning that is recognised by the relevant awarding organisation and they wish to claim RPL against the same unit within a different qualification, they must provide evidence of achievement. This evidence will usually be a certificate of achievement, the unit must be exactly the same (with the same regulatory unit reference number) and it must be current (achieved within 5 years of the individual requesting RPL).

On receipt of the required evidence the Housing Academy will apply RPL against the unit(s) already achieved by the individual in the qualification the individual is now registered against. The learner will not be required to complete the unit again and a copy of the evidence will be held by the Housing Academy to be provided on request to the Awarding Organisation.

This is likely to occur where qualifications share the same units where learners may wish to progress on to another qualification and apply for RPL against the units that they have previously achieved. If accepted this would mean that the learner would not have to undertake the learning or assessment for the units within the new qualification that they have already achieved previously.

## 3. Where RPL is accepted

Once a decision has been made by the CIH Housing Academy to accept an application for RPL the Housing Academy team will apply the RPL against the relevant unit(s) on a learner's record along with the evidence provided to support the RPL request. The application must be verified by both internal and external quality assurance processes, in line with the Housing Academy's quality assurance model.

## 4. Appeals and Complaints

If an individual wished to appeal against a decision made about their application for RPL, they must follow the CIH Housing Academy Complaints or Appeals procedures as appropriate.

<b>Name of policy or Procedure:</b>	Recognition of prior Learning	<b>Internal/external</b>	External
<b>Section</b>	Housing Academy	<b>Teams</b>	CIH Learning, CIH Training
<b>Policy owner and job title</b>	Denise Taylor-Trotman, Qualification Development Manager	<b>Approved:</b>	CIH HA Management Team & Sarah Dunkerley: Director of professional development
<b>Date effective from:</b>	July 2023	<b>Next review date</b>	July 2024
<b>Associated policies and procedures</b>	Complaints procedure Appeals procedure	<b>Version</b>	HA_RPLv2Nov22



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