



Recognition of Prior Learning (RPL) Policy

Skin Aesthetics & Academy - Recognition of Prior Learning (RPL) Policy
Review Date: 13/6/27

Policy Statement

At Skin Academy, we are committed to recognising the value of prior learning, skills, and experience. Our Recognition of Prior Learning (RPL) Policy enables learners to receive credit for previous achievements, avoiding unnecessary duplication of learning and promoting fairness, flexibility, and accessibility within our training programmes.

1. Purpose of the Policy

This policy aims to:

- Define what constitutes Recognition of Prior Learning (RPL).
- Set out the procedures for applying for RPL.
- Ensure the RPL process is fair, transparent, consistent, and in line with awarding organisation and regulatory body guidelines.
- Enable learners to progress more efficiently while maintaining the integrity of the qualification.

2. Scope

This policy applies to:

- All learners enrolled on regulated qualifications or training programmes offered by Skin Academy.
- All staff involved in the assessment and internal quality assurance (IQA) of learner work.
- All qualifications where RPL is permitted by the awarding organisation.

3. Definition of RPL

Recognition of Prior Learning is the process of recognising knowledge, skills, or understanding acquired through:

- Previous formal education (e.g. completed qualifications or units).
- Non-formal learning (e.g. workplace training, voluntary work).
- Informal learning (e.g. self-directed learning, life experience).

RPL does not mean exemption from assessments; evidence must still be presented to prove learning outcomes have been met.

4. Eligibility Criteria

To be eligible for RPL, learners must:

- Be enrolled on a course with Skin Academy.
- Provide valid, sufficient, authentic, and current evidence that matches the learning outcomes of the qualification or unit.
- Submit a formal RPL request with appropriate documentation.

5. Types of Acceptable Evidence

Evidence may include, but is not limited to:

- Certificates and transcripts from previously completed courses
- Work-based documents (e.g. client records, treatment logs)



- Portfolio of evidence
- Witness testimonies
- Photographic/video evidence
- Reflective accounts

All evidence must be relevant and mapped against the required learning outcomes.

6. RPL Application Process

- Initial Enquiry
- Learner expresses interest in RPL at enrolment or during induction.
- RPL Guidance Meeting
- Learner meets with a tutor/assessor to discuss eligibility and the process.
- Evidence Submission
- Learner submits an RPL application form and supporting evidence.
- Assessment of Evidence
- An assessor reviews the evidence against unit standards and completes an RPL mapping document.
- IQA Review
- The Internal Quality Assurer verifies that RPL has been applied appropriately.
- Outcome Notification
- Learner is informed of the outcome in writing within 10 working days.
- Awarding Body Notification
- If applicable, results are submitted to the awarding organisation following their procedures.

7. Appeals Process

If a learner disagrees with the outcome of their RPL application, they may appeal through the Appeals Procedure. Appeals must be made within 10 working days of receiving the RPL decision.

8. Roles and Responsibilities

Learner:

- Submit genuine and relevant evidence.
- Cooperate in the RPL assessment process.

Assessor:

- Provide guidance to the learner.
- Evaluate and map evidence to ensure validity.

IQA:

- Ensure fairness and consistency in RPL decisions.
- Maintain compliance with awarding body requirements.

Academy Director:

- Oversee the policy's implementation.
- Ensure records are accurate and securely maintained.

9. Confidentiality and Data Protection

All information and evidence submitted for RPL will be treated confidentially and stored securely in accordance with our Data Protection Policy and GDPR.

10. Monitoring and Review

This policy will be reviewed annually or sooner if required due to changes in awarding body guidelines or regulatory updates.