



UNLIMITED EDUCATION ACADEMY

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RECOGNITION OF PRIOR LEARNING (RPL) POLICY

1. POLICY STATEMENT

UE Academy recognises that learners may already possess knowledge, skills, and competence gained through prior formal study, work experience, or informal learning. It is the policy of this Academy to offer a fair, transparent, and rigorous Recognition of Prior Learning (RPL) process, allowing eligible learners to reduce duplication of learning without compromising the Competence Standards required by our qualifications.

2. DEFINITIONS

- **Recognition of Prior Learning (RPL):** The process of identifying, assessing, and formally recognising a learner's existing skills and knowledge against the learning outcomes of a unit or qualification.
- **Accreditation of Prior Certificated Learning (APCL):** Recognition based on previously awarded qualifications or certificates.
- **Accreditation of Prior Experiential Learning (APEL):** Recognition based on learning gained through work or life experience, evidenced through a portfolio.

3. ELIGIBILITY & SCOPE

RPL may be applied for by any learner seeking exemption from part of a UE Academy qualification, subject to the following conditions:

- The qualification must permit RPL under the rules of the relevant Awarding Body (e.g., NEBOSH, IOSH, Highfield).
- Evidence of prior learning must be current, valid, and directly mapped to the specific learning outcomes claimed.
- RPL cannot be used to replace units involving mandatory practical assessment or invigilated examination where the Awarding Body prohibits substitution.

4. EVIDENCE REQUIREMENTS

Learners applying for RPL must submit a portfolio of evidence, which may include:

- Certificates from previously completed, accredited qualifications.
- Employer references or witness testimonies describing relevant workplace competence.
- Work products, reports, or risk assessments produced in a professional capacity.
- CPD records, training logs, or professional membership evidence.

All evidence must be authenticated in line with the Academy's Malpractice & Plagiarism Policy.

5. THE RPL ASSESSMENT PROCESS

1. **Application:** The learner submits an RPL Application Form together with supporting evidence to the Quality Assurance Manager.
2. **Mapping:** An appropriately qualified Assessor maps the submitted evidence against the specific learning outcomes and assessment criteria of the unit(s) claimed.



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3. **Decision:** The Assessor records a decision of Sufficient or Insufficient evidence. Where evidence is insufficient, the learner is advised what additional evidence, or which components of standard assessment, is required.
4. **Internal Verification:** All RPL decisions are subject to Internal Quality Assurance (IQA) sampling in line with the IQA Policy, given the increased risk profile of non-standard assessment routes.
5. **Confirmation:** Successful RPL claims are recorded on the learner's record and, where applicable, reported to the Awarding Body.

6. APPEALS

A learner who disagrees with an RPL decision may submit an appeal through the Academy's Learner Appeals Policy.

7. JURISDICTIONAL COMPLIANCE

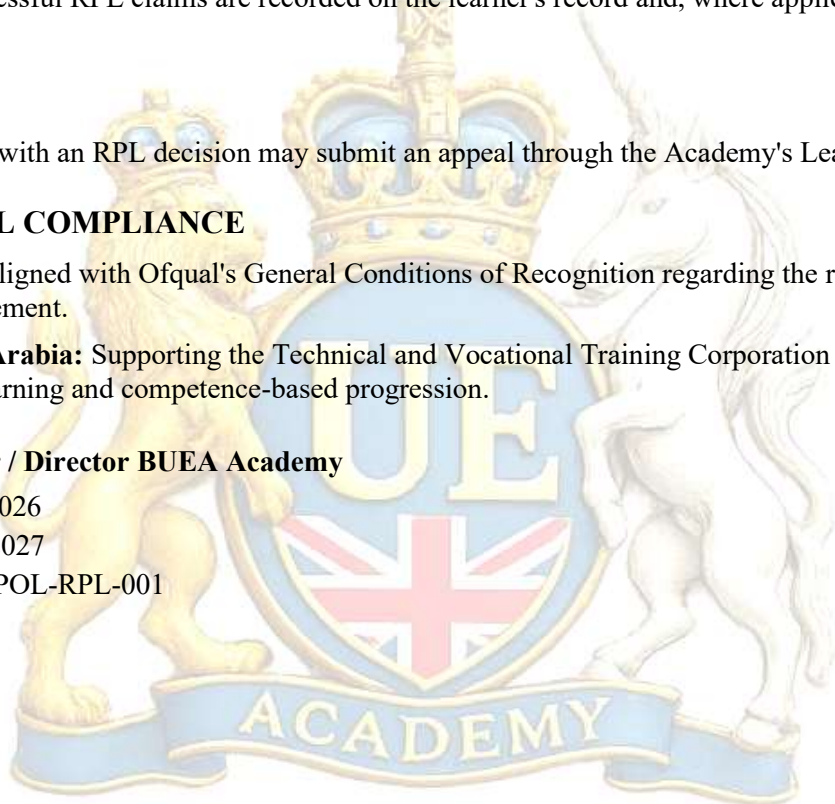
- **United Kingdom:** Aligned with Ofqual's General Conditions of Recognition regarding the recognition of prior learning and achievement.
- **Kingdom of Saudi Arabia:** Supporting the Technical and Vocational Training Corporation (TVTC) framework for recognising prior learning and competence-based progression.

Chief Executive Officer / Director BUEA Academy

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