



The Chartered
Institute of Logistics
and Transport

CILT(UK)

Awarding Organisation:

Recognition of Prior Learning (RPL)

policy

CILT(UK) Awarding Organisation: Recognition of Prior Learning (RPL) policy

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Earlstrees Road

Corby

Northants

NN17 4AX

Tel: 01536 740100

Fax: 01536 740101

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1. Introduction

The purpose of this document is to outline how CILT(UK) AO meets regulatory requirements in relation to CILT(UK) AO providing information regarding its policy in relation to Recognition of Prior Learning (RPL).

2. Scope

This policy applies to:

- ALL CILT(UK) AO regulated qualifications and units.

3. Regulatory Authorities' criteria

CILT(UK) Awarding Organisation (AO) is an awarding organisation regulated by The Office of Qualifications and Examinations Regulation (Ofqual) in England, Qualification Wales and the Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland.

In addition to statutory duties, this policy is intended to meet relevant regulatory requirements as set out by Ofqual/QW/CCEA and has been compiled with reference to current regulatory guidance and best practice.

4. Definitions

Awarding Organisation

An organisation or consortium that awards qualifications. To be eligible to award regulated qualifications, awarding organisations must meet the requirements of the regulatory authorities.

Learner

A person who is registered to take a qualification and to be assessed as part of that qualification.

Learning Partner (or Centre)

An organisation undertaking the delivery of an assessment (and potentially other activities) to Learners on behalf of an awarding organisation. Centres are typically educational institutions, training providers, or employers.

Recognition of Prior Learning (RPL)

The –

(a) identification by an awarding organisation of any learning undertaken, and/or attainment, by a Learner –

(i) prior to that Learner taking a qualification which the awarding organisation makes available or proposes to make available, and

(ii) which is relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and

(b) recognition by an awarding organisation of that learning and/or attainment through amendment to the requirements which a Learner must have satisfied before the Learner will be assessed or that qualification will be awarded.

Qualification

An award made by an awarding body for demonstration of achievement or competence. To be eligible to award regulated qualifications, awarding organisations must meet the requirements of the regulatory authorities.

Unit (or Component)

A discrete part of a qualification which –

- (a) focuses on specific areas of the knowledge, skills and understanding assessed for the qualification, and*
- (b) has a specific set of criteria against which Learners' performance will be differentiated.*

Regulatory authorities

Government-designated statutory organisations required to establish national standards for qualifications and secure consistent compliance with them.

5. Policy regarding Learner applications for Recognition of Prior Learning: CILT(UK) AO units

Where a Learner has achieved a CILT(UK) AO qualification unit, enrolls for another CILT(UK) AO qualification containing the identical unit, and where a successful exemption application is made, a unit exemption may be applied by CILT(UK) AO. The achieved unit must have the same Unit Reference Number as the relevant unit used in the subsequent qualification and be assessed via the same route (Institute *or* Centre assessed as appropriate). Achieved units will be valid for exemption for **3 years after the date that the unit was achieved (as stated on the relevant unit result notification)**.

The Learner must inform their Learning Partner of their intention to apply for a CILT(UK) unit exemption *prior* to enrolment with CILT(UK) AO for the relevant qualification. The Learning Partner must submit the application to CILT(UK) AO for review prior to enrolment.

The timescale for processing exemption applications is **20 working days** from receipt of a fully completed unit exemption application form by CILT(UK) AO.

Where the unit exemption is granted, the Learner's enrolment can then be processed. The full enrolment and unit registration fees for the relevant qualification will remain payable. Please note that CILT(UK) AO does not accept exemption applications where enrolment has already taken place.

6. Policy regarding Learner applications for Recognition of Prior Learning: Non-CILT(UK) AO units or qualifications

CILT(UK) AO does *not* accept applications for Recognition of Prior Learning (RPL) from Learners or Learning Partners, or grant exemptions for non-CILT(UK) AO qualifications on this basis, whether regulated or unregulated.

NB: For the avoidance of doubt, this policy applies to Transport Manager Certificate of Professional Competence units and / or qualifications offered by awarding organisations other than CILT(UK) AO. These are *not* accepted as exemptions or prior learning for CILT(UK) Transport Manager Certificate of Professional Competence units and / or qualifications.

Where Recognition of Prior Learning has been previously agreed by mapping a third-party organisation's learning to a CILT(UK) AO qualification, this will continue to be recognised at CILT(UK) AO's discretion, and subject to continuing compliance with the regulatory Conditions of Recognition.

Where a regulatory authority (e.g. relevant government department) stipulates a Recognition of Prior Learning scheme for a CILT(UK) AO qualification, CILT(UK) AO will follow regulatory guidance in these circumstances where applicable and appropriate, subject to continuing compliance with the qualification regulators' Conditions of Recognition.

7. References

CCEA Regulation, 2021 *"General Conditions of Recognition (January 2021)"*

Office of Qualifications and Examinations Regulation, 2022 *"Ofqual Handbook: General Conditions of Recognition (May 2022)"*

Qualifications and Curriculum Authority, 2006 *"NVQ Code of Practice - Revised"*

Qualification Wales, 2021 *"Standard Conditions of Recognition (January 2021)"*

Qualification Wales, 2021 *"Guidance for awarding bodies on Recognition of Prior Learning (June 2021)"*

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