

# Recognition of Prior Learning (RPL) Policy

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# Recognition of Prior Learning (RPL) Policy

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## **Scope**

Trinity College London (“Trinity”), as a recognised awarding organisation, is subject to the Conditions of Recognition as set out by the Office of Qualification and Examination Regulation (Ofqual), Qualifications Wales, and the Council for Curriculum Education and Assessment Regulation (CCEA).

Condition E10 of the General Conditions of Recognition states that: ‘In any circumstances where the policy it has in place permits the Recognition of Prior Learning, an awarding organisation must ensure the policy enables it to award qualifications in a way that complies with its Conditions of Recognition.’

In circumstances where Trinity permits the Recognition of Prior Learning (‘RPL’), this policy enables Trinity to award qualifications in a way that is compliant with its Conditions of Recognition.

There are certain Trinity qualifications where RPL cannot be applied.

## **Aims of the Policy**

This policy aims to ensure that, where Trinity chooses to recognise prior learning, it is open, transparent and clear to its Users of qualifications.

## **Definition**

RPL is where prior learning, achievement and/or experience of a learner is recognised by an awarding organisation either as a means of being given entry to a qualification or being exempt from part or all of a qualification.

## **Principles of RPL**

RPL is a process whereby consideration is given to whether a learner can demonstrate that they can meet the requirements for a qualification or part of a qualification through knowledge, understanding or skills they already possess and do not need to develop through a course of learning. Trinity will review and decide whether the evidence provided is enough to show that a learner has met the relevant assessment requirements within the qualification.

Where a learner wishes to show that they have the required knowledge, skills or understanding to benefit from RPL for part of a qualification, they must provide evidence which is:

- Valid – The evidence demonstrates that the learning outcomes have been achieved for the qualification against which RPL is being requested.
- Current - The evidence is up to date and does not feature practices, skills or legislation that have significantly changed.
- Reliable - The assessment evidence submitted is accurate and realistic as well as giving confidence that the same outcome would be achieved if the assessment activity were repeated.
- Authentic - The evidence was produced by the learner acting on their own and was not achieved as part of a team or through collaborative working.
- Sufficient - There must be enough evidence to fully meet the relevant learning outcome for which RPL is being submitted.

The assessment of RPL evidence will be consistent with the specification for the qualification and subject to the same internal quality assurance processes as other methods of assessment.

### Roles and Responsibilities

Trinity will review whether the evidence provided is enough to show that a learner has met the relevant assessment requirements within a current qualification. The final decision will be made by, (as applicable) the:

- Director of Language
- Director of Music and Performance

### RPL and Trinity Qualifications

There are only some instances where Trinity permits RPL. For further details please refer to the relevant specification which is available to view on Trinity's [Our Qualifications](#) website.

### Requesting RPL

If you wish to request recognition of prior learning, in the first instance, please email [qualityandstandards@trinitycollege.com](mailto:qualityandstandards@trinitycollege.com) with an overview of your request. Each application will be considered on its individual merits, having due regard to the academic standing and validity of the award which is offered. The details are provided in the relevant qualification specification available on Trinity's website.

### Appeals

Learners can appeal against Trinity's decision not to recognise prior learning. Further details on how to submit an appeal are available on Trinity's [Appeals](#) website.

### Complaints

In the event learners are dissatisfied with the service they were provided; this can be raised via Trinity's [complaints procedure](#).

### Change Control

#### Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
1.0	March 2024	Compliance Manager	
2.0	February 2026	Compliance Manager	Minor update

#### Change Approval

The changes to this document have been approved by the following personnel:

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1.0	29/10/2024	Policy Management Group
2.0	18/02/2026	Policy Management Group