



DPN RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Version	2026 January Final (v2026_01f)
Last Reviewed	January 2026
Reviewer	Janus Howard
Next Review Date	January 2027

DPN RECOGNITION OF PRIOR LEARNING (RPL) POLICY

AIMS

1. To identify when it is appropriate to use a learner's prior learning experience as evidence towards their qualification.
2. To identify if it is appropriate to apply for RPL.
3. To identify the required steps to collate and utilize RPL evidence.
4. To adjust Individual Learning Plans and Training Costs as appropriate.

To do this, Digital Peninsula Network (DPN) will:

1. Identify and discuss the option of RPL prior to enrolment if evidence is identified during the recruitment process.
2. Ensure that RPL is a valid option for the qualification.
3. Assess the learner to ensure that the evidence is valid, current, reliable, authentic, and sufficient.
4. Liaise with the employer and learner regarding adjustments to training.

DPN Procedure for RPL - Apprenticeships

1. Internal Quality Assurance Manager (IQAM) will be notified of any potential RPL identified during Recruitment.
2. IQAM will check any evidence and the qualification specification to confirm if RPL applies.
3. Completed Initial Assessment of Knowledge, Skills and Behaviours will be sent to the IQAM for assessment and revision of the Training Plan.

4. IQAM will advise the Recruiter if the revised Training Plan complies with minimum duration rules and will recalculate Training Costs in line with Funding Rules
5. Recruiter will share proposed Training Plan with the employer and apprentice for approval.
6. Sign-up process will continue as normal.
7. RPL section will be completed on the Apprenticeship Service Apprentice dashboard.