



Recognition of Prior Learning Policy & Procedure

Working at Height Limited

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RPL (Recognition of Prior Learning) Policy (FAR)

It is the policy of Optimise Management Consultants to provide Recognition of Prior Learning to learners. Optimise recognizes that many adult learners have prior learning both formal and informal. They may wish to have this assessed for the purposes of receiving awards and for access and exemptions from programme requirements.

To that end Optimise have implemented a procedure for providing RPL.

Please note Optimise reserve the right to refuse an RPL application.

RPL (Recognition of Prior Learning) Procedure (FAR)

Purpose:

To provide a process for those wishing to avail of RPL (Recognition of Prior Learning) for FAR (First Aid Responder) certification.

Scope:

Learners with existing qualifications in First Aid.

Responsibility:

RPL Assessor

Records:

RPL Request Form, Evidence (CV, First Aid Certificate)

Procedure:

Learners are required to complete an RPL Request Form which requires details of any prior learning.

The RPL Assessor will respond by email or phone to any queries that the learner might have.

They are required to return the RPL Request Form along with supporting evidence i.e. Verification of valid certification (Copy of FETAC/QQI/PHCC Certificate required).

The RPL Assessor will provide the learner with feedback on items received and options available to fulfil any outstanding requirements. The RPL Assessor may request further information.

The RPL Assessor will assess extra items received and provide the learner with feedback on these.

The learner will be attend a training/ assessment day which will include:

- a) Verification of the instructor certificate (FETAC/QQI/PHCC award)
- b) Assessment using the assessment sheet and other courses information

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The Internal Verifier will verify that there is evidence available for all items.
Final results will be emailed to learner allowing them to appeal these results.