

FDQ Recognition of Prior Achievement (RPA) Policy

Introduction

1. Definition

FDQ defines Recognition of Prior Achievement (RPA) as:

- The transfer of credit from a regulated framework unit or qualification, towards the part or whole achievement of a qualification, apprenticeship or FDQ assessment product.

2. FDQ publishes this RPA policy on its website; and ensures it is accessible to all users and potential users of FDQ assessment products

RPA for qualifications

3. FDQ centres incorporate RPA into the design of their assessment strategies to facilitate the recognition of previous achievement. RPA is not mandatory, however, FDQ approved centres must have a valid and current RPA policy.

4. Evidence of RPA must be from a regulated qualification framework. The evidence should be in the form of certificates or equivalent of whole or part qualification.

5. RPA may also be used as a diagnostic tool to determine valid qualification choice and the most appropriate learning programme for learners. The process is therefore generally applied at time of learner induction.

6. The RPA process is applied where a learner has gained relevant part or whole qualifications that could contribute to a further qualification and **prior** to starting the new qualification.

RPA can be applied to whole or part qualifications. FDQ qualifications include some where RPA can be applied to support specific qualification achievement. For example the FDQ Level 2 Award in HACCP Based Food Safety Systems in Manufacturing requires achievement of two units of assessment: food safety and HACCP. Prior achievement of either unit, via FDQ or other awarding organisation can be used as evidence of RPA towards achievement of the full FDQ Level 2 Award in HACCP Based Food Safety Systems in Manufacturing.

7. Evidence of RPA must be recorded and stored with learner assessment records for a minimum of 3 years. It is expected that the requirements for the collation of evidence as part of a RPA process meet the rigour established in FDQ requirements

for other qualifications. Documented RPA decisions must be available to centre internal quality assurance procedures and FDQ at any time including during FDQ external quality assurance activities.

8. The RPA process does not allow specified qualification summative assessments to be avoided e.g. examinations, observations of learner performance practical/theory tests or assignments, where a learner has evidenced RPA.
9. RPA can be used to contribute towards a qualification or part qualification, unit or part unit, learning outcome or assessment criteria. Evidence collated as RPA must be assessed against the specified qualification learning outcomes and assessment criteria. Where evidence is valid, accurate, sufficient, consistent and reliable, attainment can be claimed solely on the basis of RPA achievement. However, where RPA evidence contributes to part achievement of a unit or qualification additional assessment evidence is needed. Specific qualification assessment strategies must be adhered to. All learners presenting evidence from past achievements must also be able to demonstrate currency of achievement.
10. FDQ Appeals and Complaints procedure applies to all assessment decisions made as part of a RPA process.

RPA for end-point assessment products

11. It is FDQ policy to comply with the requirements of approved Standards and End-point Assessment Plans, some of which may not allow RPA evidence to be assessed for particular components of a given apprenticeship programme.
12. FDQ's EPA assessment strategies and guidance materials will clarify if, and in which circumstances, RPA can be used by apprentices.

Monitoring RPA

13. FDQ will ensure that:
 - a) Issues raised with particular RPA and assessments, and/or identified as part of the External Quality Assurance of centres, are recorded and any trends or patterns identified. These are reported to the S&QG, and/or Moderation Group, depending on the qualification/ end-point assessment to which they relate
 - b) Reports are made to the FDQ Governance Committee as part of the self-evaluation procedure



c) Guidance from the regulators is reviewed and the policy is updated to comply with best practice

d) Information from monitoring activities is made available to regulators as part of FDQ's self-evaluation procedure and on request.