



AP-017 Recognised Prior Learning	Rev No: 0	Issue Date 15/12/2020	Written By: Charlie O'Donovan	Approved By: Colette Horgan
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1 Purpose and Scope

Purpose

The purpose of the CMSE Recognition of Prior Learning procedure is to provide learners, as far as possible the opportunity to access such programmes or avail of exemptions on the basis of prior learning experiences where the prior learning is related to assessable components of the programme.

Scope

This procedure applies to the Training Manager, Quality Assurance Manager, Training Administration Staff, Tutors, External Tutors, Assessors, External Verifiers and Learners

2 Responsibilities

- The Quality and Training Manager will be responsible for implementing this policy.
- The Training Manager will be responsible for ensuring the training team follow this policy.

3 Policy

It is the policy of the Chris Mee Group that CMSE Training Centre is committed to facilitating access, transfer and progression within the National Framework of Qualifications for its learners through the recognition of prior learning (RPL), both Certificated and Experiential.

Applications for RPL by the prospective learner are made to the Training Manager. The prospective learner will be required to attach evidence of previous relevant learning achievements. The Training Manager will appoint a suitable and experienced internal assessor and external verifier to review the prospective Learners RPL evidence.

Prospective learners can avail of the CMSE Appeals mechanism if dissatisfied with the RPL decision.

4 Appendices N/A

N/A

5 Related Documents

- AP-034 Equality and Diversity Policy

6 Revision History

Rev	Date	Reason for Change	Author	Approver
0	15/12/2020	Initial Release	Charlie O'Donovan	Colette Horgan