



Awarding Organisation Recognition of Prior Learning Policy

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IOSH Recognition of Prior Learning Policy



Introduction

The Institution of Occupational Safety and Health (IOSH) are a recognised and regulated Awarding Organisation (AO). IOSH is committed to high levels of quality assurance and policies that are open, transparent and free from bias.

As a recognised awarding organisation, IOSH is subject to external regulation and must meet the conditions of recognition set by qualification regulators. There are specific requirements for recognised awarding organisations to have a Recognition of Prior Learning (RPL) Policy.

Purpose

This Policy has been written to reflect the requirements of Ofqual's General Conditions of Recognition. It aims to be open, transparent, and clear in its purpose, scope and implementation.

IOSH recognise that many learners undertake prior learning which can be considered as being equivalent to units within IOSH qualifications. IOSH RPL policy is designed to ensure that learners do not need to repeat certificated learning that they have undertaken previously. IOSH is committed to recognising, and giving credit for, prior learning through (RPL).

Scope

This policy applies to all learners registered on an IOSH qualification and to approved IOSH Study Centres supporting learners.

Roles and responsibilities

All IOSH staff will have responsibility for its delivery and adherence.

IOSH will only accept applications from centres on behalf of learners. Direct applications from learners will not be accepted.

The policy

- IOSH will only assess RPL applications using the IOSH application documentation.
- Applications for RPL will only be accepted in respect of **Accredited Prior Certificated Learning** (APCL) and will normally only be considered for learners who have achieved qualifications awarded by UK Universities, Higher Education Institutes (HEIs) or Awarding Organisations (AO's).
- Qualifications awarded by non-UK Institutions will only be considered if they are recognised by the UK National Information Centre for the recognition and evaluation of international qualifications and skills. (ENIC) <https://www.enic.org.uk/> as offering programmes equivalent to UK HE qualifications.
- The qualification associated with the RPL application must be at the same, or higher academic level as the IOSH Unit for which the exemption is being sought. The qualification must also have equivalent or more learning hours than that of the IOSH unit for which the exemption is sought.
- Recognition is provided through the award of an exemption for the IOSH qualification unit that meets the mapping requirement
- Exemptions are available for units within IOSH qualifications as detailed within the relevant qualification handbook.

- IOSH does not reduce or change the requirements of an assessment. Therefore, the evidence of RPL must meet the mapping requirements for all learning content within the unit for which the exemption is being sought.
- Exemptions are not available for units within IOSH qualifications where the assessment covers learning from across multiple units (synoptic assessment).
- A successful outcome will state the unit title that an exemption has been approved for.
- An unsuccessful application will state the reason for rejection and details of the Review and Appeals Policy will be provided
- Applicants can claim a maximum number of unit exemptions for each IOSH qualification as set out in the relevant qualification handbook.
- Qualifications which are more than five years old cannot be considered for RPL. The five-year period commences from the award date on the certificate issued by the university, HEI or AO that RPL is being requested for consideration.
- Application documentation is published in the IOSH QMS and completed applications should be accompanied by a copy of the qualification certificate, an academic transcript, a fully completed mapping document and the application fee.
- The mapping document must demonstrate a 100% match to each of the learning outcomes within the IOSH unit(s) for which exemptions are being sought.
- Copies of any relevant module or unit specifications which form part of the qualifications referred to in the mapping document should also be included as part of the application.
- A fee will be charged per unit exemption application, and fees are published on the IOSH website. The fee is non-refundable regardless of the outcome of the application.
- There are two types of exemption:

Recognised – meets the requirements for exemptions against specific IOSH qualification units.

In this instance the learner will be required to submit their evidence to the AO to have their evidence approved. If approved, the exemption will be granted, the learner (and centre) notified.

Un-recognised – requires mapping to determine if they meet the requirements for exemptions against specific IOSH qualification units.

In this instance the Learner will be required to submit their evidence and their mapping to the AO and will be required to pay the fee to the AO to have their evidence approved. If approved, the exemption will be granted, the learner (and centre) notified, and the exemption added to the list of recognised exemptions.

Monitoring & Review

The IOSH Head of Awarding Organisation, as Responsible Officer, will monitor the effectiveness and review the implementation of this policy as part of annual self-assessment arrangements, considering its suitability, adequacy and effectiveness. As necessary it will be revised to ensure that it remains fit for purpose.

This policy and guidance are reviewed regularly to ensure it continues to meet the needs of IOSH customers and the Regulators.

In addition, we may update this policy in light of operational feedback to make sure our arrangements remain effective.

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