



Recognition of Prior Learning (RPL) Policy

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RPL Policy

Introduction

Active Swim ensures that all learners' prior knowledge, qualifications and experience are considered. Recognition of Prior Learning (RPL) is only suitable for individuals with experience, teaching, and/or coaching.

What is RPL?

OFQUAL define RPL as “A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for learning outcomes through knowledge, understanding or skills they already possess and do not need to develop through a course of learning”.

Simply put, it is a programme that assesses you against your current Swim England qualifications, considering previous qualifications and teaching/coaching experience. It is ideal for individuals who have experience in teaching or coaching.

The exemption can only be achieved by considering previous qualifications or allowing you to complete certain course learning outcomes. RPL can also consider qualifications, teaching/coaching experience, volunteering work, competitive swimming experience, award credit towards RQF qualification, and potentially enough credit to be awarded a full qualification.

How long will it take?

It depends on several factors, such as your level of knowledge and experience, the quality of evidence submitted to the assessor, and learner and/or assessor availability. But we would expect the process to take around 4-6 weeks, with certification around 4 -6 weeks later.

How does it work?

This is the assessment process:

There are three options.

Option	Title and Level	Cost
1	Swim England Level 1 Swimming Assistant (Teacher)	TBC
2	Swim England Level 2 Teaching Swimming	TBC
3	Swim England Level 1 Swimming Assistant (Teacher) and Swim England Level 2 Teaching Swimming combined.	TBC

Extra tutoring can be arranged to upskill on some of the syllabus at £30 an hour where required.

Stage 1 Process - Awareness, information and guidance

1. Register your interest by email
2. Telephone interview

Discuss with your tutor the option of using RPL to claim learner outcomes for some or all of their past learning or experience.

If you are interested in this, the assessor should explain to them:

- The process of claiming a unit using RPL.
- The support and guidance that is available.
- How long will the process take, how to appeal and any costs included?

We would check that the evidence provided by the learner for RPL has been achieved before the start of their course of study.

3. Book via our email and make payment
Initial assessment and induction with an assessor

- The assessor would create an assessment plan.
- The evidence gathered needs to meet the unit's standards or part of a unit for which the evidence is being used. Evidence from a learner's experience could include:
 - Home or family life
 - Non-certificated education or learning
 - Paid work
 - Community or voluntary work.

4. Once after mapping against the SEQ RPL document, for any completion of tasks, move to Stage 2

Stage 2: Theory

Complete the

Level 1	Level 2	Levels 1 and 2
Complete theory questions, two attempts, then payment for extra assessment to be discussed.	Complete theory questions level 2	Follow Level 1 (Stage 2 of this process)
Complete one review record.	Complete 2 x Series of lessons for six weeks with lesson plans relating to a Learn to Swim Pathway. Two lessons must be at different stages, as agreed by the assessor.	Follow Level 2 (Stage 2 of this process)
Once complete, move to Stage 3	Practical syllabus - Complete six lesson plans with evaluations and assessment evidence. <u>Lesson plans to be submitted, showing ability grouping.</u>	
	Stage 1 or 2, 3, 4 or 5, Stage 6 or 7,	
	Ensure a range of teaching methods, including guided discovery, whole part whole and various core aquatic skills.	
	Complete the evaluation across all six lesson plans and the personal action plan for level 2	
	Once complete, move on to Stage 3	

Only two attempts are permitted at each phase before additional payment for further

assessment is required.

Stage 3: Observation

Level 1	Level 2	Levels 1 and 2
	Teach six sessions covering the below stages and skills that meet the specifications.	
Observation of practical sessions to gather evidence	Observation of 2 x 30-minute practical sessions with at least eight swimmers in one of the classes and four swimmers in the other, observed in one or two visits using the lesson plans that have been submitted. One lesson is Front Crawl or Back Crawl, and the second is Breaststroke or Butterfly, which includes different games and core aquatic skills. Each lesson is to be at a different stage (stages 1, 2, 3, another 4, 5, 6 or 7)	
Complete the Evaluation review of the session.	Evaluation of lessons to be completed after the practical session with Q & A	
Have a professional discussion with any of the assessor's questions	Have a professional discussion with any of the assessor's questions	

- Evidence collected through the RPL process must be assessed and verified through the same quality assurance procedures that your centre uses for other internal assessment methods.
- Ensure assessment records against prior learning are kept and available for verification if requested.

Feedback

After the assessment, the Assessor will provide feedback to the learner, discuss the results and provide support or further guidance on options available for further development. The Assessor will provide an outcome as to whether the learner can be awarded. The results will then be reported to SEQ as a Summary of Learner Achievement specific to that qualification.

- If deemed not yet competent, payment for further assessment is to be discussed.
- Stages 1 – 3 to be completed within 12 months from start to finish.
- Certificate will be issued within 4 – 6 weeks

Appeal

If the learner wishes to appeal against a decision the Assessor has made, they must follow the guidance within the Active Swim Appeals Policy.

If you are interested, please contact:

Ray Lau

swimeducation@activeswim.co.uk

**Appendix 1: Information about yourself
Pre-course and/or RPL Form**

Name:	
Address:	
Email:	
Mobile Phone:	
Date of Birth:	
Qualification(s):	

Current Qualifications and Training

<p>What swimming teaching qualifications do you already hold? Where and when did you achieve these?</p> <p>List out the awarding body.</p> <p>Include a copy of your certificate (where applicable)</p>	<p>For example, the STA Level 2 Award in Teaching Swimming</p>
<p>What lifesaving or lifeguard qualifications do you hold?</p> <p>Include a copy of your certificate (where applicable)</p>	<p>For example, the RLSS National Pool Lifeguard Qualification</p>
<p>What CPD or training have you completed? Where? When?</p> <p>Include a copy of your certificate (where applicable)</p>	<p>For example, Swim England Safeguarding</p>

Experiences

<p>What other teaching, training or sports coaching qualifications do you hold? Where? When?</p>	
<p>Please state if you hold any academic qualifications relevant to sport or education.</p>	

Do you hold a formal teaching qualification?	For example, the Level 3 Award in Education and Training, or PGCE.
<p>Outline specific swimming experience under the following areas:</p> <ul style="list-style-type: none"> • Competitive swimming • Lifesaving or lifeguarding 	
<p>What are your current and previous teaching swimming roles (paid and voluntary)? Provide the following:</p> <ul style="list-style-type: none"> • Job role • Organisation • Venue(s) • Hours per week? • Stages and abilities taught? • How long have you been in the role? • Email and Contact details for the Swim Co-ordinator or relevant person. 	
Is there any other relevant information that may be useful? (i.e. SEND)	

Learner's Signature:

Date: