

legislative and regulatory requirements, codes of practice and guidance within the home country.

The Programme Manager will maintain the following:

- Records of all Tutors and Mentors
- Standardisation meeting minutes
- Records of assessment queries, complaints and appeals
- Records of verbal and written feedback from learners

As appropriate, the Programme Manager will be the main point of contact for the Apprenticeship standard.

Staff Development

Programme Managers will be responsible for ensuring that staff achieve the necessary qualifications to fulfil their role in delivery and assessment of qualifications

the experience, learning, competence a learner has in order to identify if there are any areas of prior learning that can contribute to the qualification that the learner is due to undertake. All learners undergo an interview before acceptance to the course.

The role of the learner:

To provide evidence of any learning or work experience (gained either formally or informally) so that it can be assessed against the criteria specified in the unit or units that the learner is due to undertake

If RPL is successful this does not mean that the learner is automatically exempt from completing the summative assessment required by the qualification to be undertaken. A learner will still be required to generate evidence to meet End Point Assessment requirements.

Possible options are as follows to be determined by the Tutor in consultation with the Programme Manager:

It may involve changing the learning programme for that learner so that she/he does not repeat learning unnecessarily

It may involve completing the EPA assessment sooner than stipulated in the course programme (reduced length of delivery)

It may be that learners do not have to complete certain assignments or activities.

Reduction in price charged to the employer

These are the criteria when prior learning will not be recognised:

