LEAP EQUINE

RECOGNITION OF PRIOR LEARNING POLICY



CFI Level 4 & Level 5 Diplomas

The LEAP Method™

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DOCUMENT CONTROL

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Owner	Director, JK & Associates Therapy Services Ltd (LEAP Equine)
Awarding organisation	Crossfields Institute (CFI). LEAP qualifications are regulated by Ofqual and awarded by Crossfields Institute
Contact	help@leapequine.com | leapequine.com

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Recognition of prior learning (RPL) lets you use learning you have already done, through qualifications, training or work, towards a LEAP Diploma. This policy explains what RPL can and cannot do, how to apply and how we decide.

1. Who this policy applies to

This policy applies to:

- Anyone enquiring about RPL before they apply
- Applicants who have been offered a place on, and learners registered on, the Crossfields Institute Level 4 Diploma in Equine Facilitated Learning: The LEAP Method™ or the Crossfields Institute Level 5 Diploma in Equine Facilitated Psychotherapy: The LEAP Method™

You can apply for RPL if you meet Crossfields Institute's requirements for the qualification and are registered with Crossfields Institute for it.

RPL is not available for LEAP Awards.

2. What RPL can and cannot do

RPL gives you credit for learning you have already done and reduces the fee for the part of the programme you are not repeating.

RPL does not remove any assignment. You complete every assignment in both training blocks, including the filmed video evidence, case studies and professional discussions. These assessments are how the qualification is awarded, so RPL cannot replace them.

Most assessment criteria relate to the LEAP Method™ and to working with horses, so most claims cover a small number of criteria. We will tell you honestly at the start whether a claim is likely to be worth making.

3. Evidence we accept

Your prior learning can come from:

- Qualifications and training, with a certificate and, where you have one, a transcript of results

- Relevant work experience that someone can verify, with dates, setting and role
- Portfolios, essays or reports that you produced yourself

Your evidence must be:

- Authentic: your own work
- Current: recent enough to show what you know and can do now
- Relevant: it matches the assessment criterion you are claiming
- Sufficient: there is enough of it to show the whole criterion is met

If a transcript is not yet available, we may make a conditional decision until it arrives.

4. How to apply

- Step 1, talk to us: email help@leapequine.com before or after you apply. We send you this policy and the RPL claim form, and explain the fee that would apply
- Step 2, initial assessment: we meet you to look at your prior learning against the qualification specification and agree an assessment plan
- Step 3, complete the claim form: complete a row only for the criteria your prior learning covers and say where the evidence shows it. Send the form with your certificates, transcripts and the RPL administration fee to help@leapequine.com, not to Crossfields Institute
- Step 4, assessment: a LEAP assessor reviews your evidence criterion by criterion. If the evidence is not sufficient, we may ask you to attend an observation, professional discussion or presentation before we decide
- Step 5, decision: we tell you in writing which criteria are accepted and which are refused, with the reason for each, the fee that applies and an action plan for the rest of your programme

5. How long it takes

We give you a written decision within 30 days of receiving your complete claim.

A claim is complete when we have the claim form, every certificate and transcript you are relying on, any other evidence you are submitting and the RPL administration fee. The 30 days start only when your claim is complete. If anything is missing, we tell you, and the 30 days start when it arrives.

It is your responsibility to make sure your complete claim reaches us in good time. To have a decision before your course starts, send your complete claim at least 30 days before your course start date. If we ask you to attend a further observation, professional discussion or presentation, the decision may take longer, and we will tell you the new date.

6. How we decide

- The assessor judges your evidence against the assessment criteria in the Crossfields Institute qualification specification, with the same rigour as any other assessment
- If the currency of your evidence is in doubt, the assessor may ask you questions to check your understanding
- Where required, we consult Crossfields Institute's quality assurance team before confirming a decision
- Credit awarded through RPL is treated in the same way as any other credit

7. Fees

A non-refundable RPL administration fee of £150 + VAT is payable when you submit your claim. It covers your initial assessment, the review of your evidence and the quality assurance of the decision, and it is payable whatever the outcome.

Where your claim is accepted, your course fee reflects the part of the programme you still complete. The fee that applies is confirmed to you in writing before you commit. Fees are shown excluding VAT, as set out in the LEAP Fees and Payment Policy (Section 15 of the manual).

8. Your responsibilities

- Make your case: it is for you to show how your prior learning meets each criterion you claim
- Work with your assessor and agree the action plan
- Give accurate information and evidence that is your own
- Make sure your complete claim reaches us in good time, as set out under how long it takes
- Attend any further observation, professional discussion or presentation we ask for

9. Our responsibilities

- Give you clear information and support from your first enquiry
- Make sure the people who assess RPL claims are trained and competent to do so
- Give a reason for every decision, whether a criterion is accepted or refused
- Handle your information in line with the LEAP Privacy, Data Protection and Confidentiality Policy (Section 9 of the manual)

10. Appeals

If we refuse all or part of your claim, you may appeal under the LEAP Appeals Policy (Section 5 of the LEAP Policies and Procedures Manual).

11. Records and quality assurance

- We keep your claim, the decision and the reasons for three years after certification, and make them available to the internal and external quality assurers
- We keep certificates and transcripts only for as long as we need them to assess your claim and any appeal
- Our internal quality assurer samples every RPL claim
- We review this policy every year, and we monitor how many learners use RPL and what they tell us about the support they received

12. Related documents

- LEAP RPL claim form (available from help@leapequine.com)
- LEAP Policies and Procedures Manual, in which this policy also appears as Section 20
- Crossfields Institute qualification specifications for the Level 4 and Level 5 Diplomas, published on the Crossfields Institute website

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