

## Qualification Framework Assessment of Prior Learning Guidance

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This guidance document will provide you with advice on collating together your evidence for the submission of your prior learning. The symbol on the left will indicate where we feel you need to take special note of information.

### Overview

The purpose of the assessment of prior learning process is to prove that since taking your exam in the subject

## What am I seeking an exemption against?

The Qualification Panel have determined that to enable you to get an exemption against the full Unit requirement\*, you will have to show both, up to date knowledge retention but also how you utilise your knowledge and the linkage with your day to day role.







To make it easier on yourself, try to keep what you are writing about succinct, to the point, but ensuring you have outlined how you are using your knowledge in practice.

It is very easy to divert from your original area you were writing up about. Keep checking back on what it is you need to convey across to make sure you haven't gone 'off topic'. If it helps, map out what you want to say to focus your mind.

You can also ask someone to proof read what you have written. Ask them to check:

Does it make sense?

Does it cover what you originally planned for it to cover?

Do they feel you have missed some areas out? \*

Ask them to question you on it, this may tease out something you haven't thought about but may be important to gaining your exemption.

\* This is a useful method of ensuring you have covered everything, but a cautionary note is needed here.

Whatever suggestions that are made, check to ensure you feel they fit in with what you are being asked to prove. Again, quality of the areas you cover is essential. If you are discussing something not related to the subject area learning outcome, the Reviewer cannot give you credit for these areas.

## What are the pitfalls?

### Describing:

The reflective statement is not an exercise in describing everything you have done since you sat and passed your exam.

The reflective statement is used to show how you have grown your knowledge, updated it and used it since you passed your exam.

Reminding yourself that you are not describing but reflecting on how you have used your knowledge and whether you feel there is more for you to learn etc, is a key element to this piece of work.

### Rambling:

It is easy to fall into a rambling monologue of information. This isn't what the Reviewer needs to see.

The following are suggestions that may help you to combat this from happening:

try breaking up what you are writing about into smaller bitesize chunks.

Don't write it all up in one go.

Give yourself a break and come back to it at another time.

Re-read what you have written with a fresh pair of eyes.

All of the above points may help you to stop going off on a tangent. It is very easy to find you have inadvertently tripped into this and re-reading when you have had a break or the next day, enables you to evaluate what you have written to determine whether you are straying off the path you wanted to write about.

