Recognition of Prior Learning Policy

Current Policies & Processes

October 2018

Recognition of Prior Learning Policy

Statement of Purpose

SkinViva Ltd ("the Company") acknowledges that some medical practitioners have built-up experience and skills in aesthetic medicine over varying periods of time operating in the sector. The Company operates this policy to ensure there are clear rules, responsibilities and procedures for how 'Recognition of Prior Learning' (RPL) is identified and accepted to remain fair, equal and transparent to all learner applications for RPL. This policy is fully compliant with Industry Qualifications' 'Level 7 Certificate in Injectables for Aesthetic Medicine' (2016) policy on Recognition of Prior Learning[1]. The onus is on the learners of SkinViva Training to produce evidence which meets the standards set out in the policy for RPL.

This policy seeks to:
- Make clear the definition of the Recognition of Prior Learning (RPL)
- Set out the primary responsibilities within the Company in connection with RPL
- Set out what RPL can be used for in the Level 7 'Injectables for Aesthetic Medicine' qualification
- Confirm the valid forms of evidence which can be used to have RPL accepted dependent upon the learner's level of experience
- Establish equitable Recognition of Prior Learning (RPL) processes to ensure consistency and parity across student/learner cohorts and apply where applicable

Industry Qualifications[2] submits the following definition:

"Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether candidates can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so not need to develop through a course of learning."

Furthermore, the Scottish Credit and Qualifications Framework (SCQF)[3] discusses RPL as:

"The Recognition of Prior Learning (RPL) is the process for recognising learning that has come from experience and/or previous formal, non-formal and informal learning.

This could include knowledge and skills gained within school, college and university and outside formal learning situations such as through life and work experiences or even through a hobby.

RPL can be used by a wide range of people either to help them re-enter learning or to contribute towards a programme of learning or simply to identify their skills in order to progress in their career."

Scope

The scope of this policy covers the Recognition of Prior Learning relating to learners of SkinViva Training who intend to work or who are working towards a Level 7 'Certificate in Injectables for Aesthetic Medicine'. This policy does not relate to any other qualification or training course of SkinViva Training and does not relate to the CPD, learning or development

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[1] Industry Qualifications, *Specification- IQ L7 Certificate in Injectables for Aesthetic Medicine*, (IQ/ QMS: 601/8963/0 Specification 2018 p16)

[2] Ibid.

[3] Scottish Credit and Qualifications Framework, *What is the Recognition of Prior Learning (RPL)?*, (SCQF 2017, available at SCQF.org.uk)

of the staff or trainers of SkinViva Ltd. Trainers is used to mean all roles within SkinViva Ltd that assume responsibility for the learning of our learners and delegates (including trainers, assessors, internal verifier, lead trainer, clinical supervisors)

Company Responsibility

The Directors have the ultimate responsibility for the Recognition of Prior Learning and are committed to ensuring that standards are upheld and sufficient training is made available, where required.

At all times, the staff and associates of SkinViva Ltd will operate with integrity and professionalism to appraise the validity of evidence of prior learning which has been submitted by learners of SkinViva Training.

Lines of Responsibility

It is important that there is clear recognition of the lines of responsibility in relation to identifying, reviewing and decision-making for the Recognition of Prior Learning.

In this respect the general lines are:

1. Overall and final responsibility for the Company Recognition of Prior Learning Policy rests with the Directors.
2. Overall responsibility for the day-to-day implementation of the Company Recognition of Prior Learning Policy rests with the Directors. SkinViva Ltd take their duties of consultation and responsibility very seriously and will consult with employees and trainers on RPL issues; this rests with a Company Director.
3. On a day-to-day basis, the Lead Tutor/Clinical Director have the responsibility for implementing the Company Recognition of Prior Learning Policy and all learners, staff and trainers must ensure that they are fully compliant with the rules of the policy and its procedures.
4. On a day-to-day basis there are set procedures for recognising prior learning and it is the responsibility of staff and trainers to be fully acquainted with these procedures.
5. On a day-to-day basis, it is the responsibility of the Company's administration team to process and track applications for the Recognition of Prior Learning.
6. On a day-to-day basis the Company's trainers are responsible for assessing and decision-making on applications for Recognition of Prior Learning.
7. Appeals against decisions on the Recognition of Prior Learning are dealt with under the Appeals Policy.

Valid Recognition of Prior Learning

The SkinViva Training Recognition of Prior Learning Policy aligns to the rules set out in Industry Qualifications' 'Level 7 Certificate in Injectables for Aesthetic Medicine' (2016)[4]. As such, prior experiential learning is recognised for the clinical practice elements of the qualification only (specifically, units 6 and 8). Recognition of prior learning cannot be accepted as contribution to any other units on the qualification.

Depending on the extent of the learner's prior learning, RPL is classified into one of two groupings:

1. Recognition of Prior Learning for '**Beginner or Intermediate Learners**'
2. Recognition of Prior Learning for '**Very experienced practitioners**' (who are classified as medical professionals who have at least 3 years' experience in carrying out injectable procedures)

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[4] Ibid.

Valid Recognition of Prior Learning for Beginner or Intermediate Learners
Learners who do not have 3 years' experience of carrying out injectable aesthetic treatments or who have not carried out a minimum number of treatments over a specified period of time are classified as 'beginner or intermediate learners'.

To obtain exemption from the clinical practice elements of the qualification (units 6 and 8), learners must submit a portfolio of evidence that meets the below standards.

1. A reference from a currently registered doctor, dentist, independent pharmacist prescriber or independent nurse or midwife prescriber that the learner has observed 10 botulinum toxin treatments and 10 dermal filler treatments
2. Before and after photographs for 10 supervised botulinum toxin treatments
3. Before and after photographs for 10 supervised dermal filler treatments
4. A reference from the clinical supervisor* that the above supervised treatments have been carried out correctly by the learner

Clinical supervisors must be approved by SkinViva Training that they are a current registered doctor, dentist, independent pharmacist prescriber or independent nurse or midwife prescriber with minimum 3 years' experience in injectable treatments and with 20 hours of aesthetics CPS from the last 12 months.

Valid Recognition of Prior Learning for Very Experienced Practitioners
Very experienced practitioners are required to submit a logbook of their experience/procedures carried out (in recognition that due to the historic nature of their experience they may not have a portfolio of before and after photographs).

Sufficient evidence of experience will forfeit the need for experienced practitioners to demonstrate (i) that they have observed the relevant procedures prior to practicing them, and (ii) that they have been supervised in all of their performed procedures.

The logbook submission must evidence a minimum of 3 years of carrying out the procedures OR must evidence having carried out a minimum of 100 injectable procedures (50 of each modality).

A logbook is therefore made up of:

1. Samples taken from treatment cases from over the last 3 years with a minimum of 10 cases, per modality, in each year **OR**
2. Samples which show at least 100 treatments have been carried out over the three years;

AND
3. Samples must include evidence of full patient consultation including pre and post-treatment care plans. This can be in the form of clinical notes taken from consultations;
4. The evidence must include a written reference from another experienced practitioner* to confirm that the applicant practitioner has either performed at least 100 procedures safely or has a minimum of three years of respectable and safe practice

*For an experienced practitioner to be authorised to write a written reference for an applicant practitioner, this individual responsible for writing the reference must have records to evidence their own satisfaction of either (a) or (b) above.

SkinViva Training will take all of the above as evidence of due regard and proficiency in the specific area of practice under assessment in the clinical practice components of the IQ 'Level 7 Certificate in Injectables for Aesthetic Medicine'.

Monitoring and review of this policy
The Directors shall be responsible for reviewing this policy annually and more frequently when changes are made in legislation to ensure that it meets legal requirements and best practice.

To be reviewed January 2020.