

RPL (Recognition of Prior Learning)

General Terms & Conditions

- Pre requisites are the responsibility of the candidate. You will be asked to provide evidence that you meet the pre requisites. If pre requisites are not met, you will be asked to provide additional evidence and an additional cost will be incurred. No refund will be issued.
- No refunds will be given for anyone who has decided the programme is not the correct one for them.
 - All candidates are required to read carefully through the pre-booking information.
 - For those wanting to join the RPL programme for Level 2 Swimming Teacher, the combined Level 1 Swimming Assistant (Teaching) and Level 2 Swimming Teacher qualifications, Swimming Coach or the combined Swimming Assistant (Coaching) and Swimming Coach, potential candidates will be required to complete an initial assessment to confirm suitability.
- All candidates agree to complete their RPL assessment within a time-frames given.
- A fully qualified and licensed IoS assessor will be allocated to the candidate for the purpose of assessment. This ensures that the assessment is carried out in accordance to IoS quality standards.
- Additional fees will be incurred if you are deemed not yet competent (NYC) and / or require a course and / or do not meet the timescales of the assessment.
- The IoS reserve the right to amend the assessor allocated to you for your RPL assessment before, during or after your assessment.
- The IoS reserve the right to cancel an RPL assessment. This may be for a number of reasons for example, if a candidate is highlighted by an assessor to appear unsuitable for the programme, deadlines are not met or mandatory evidence not provided. Other options for completing the qualifications or certificates will be offered. No monetary refund can be given in this instance.
- Candidates must ensure they fully complete the mandatory evidence requirements, failure to do so will result in not meeting the evidence criteria and a 'NYC' mark. As part of the mandatory evidence, candidates must ensure they obtain agreement in principle from their Club or lesson provider for taking video evidence of their teaching or coaching sessions within their aquatic environment prior to booking onto their RPL assessment as this will be required.

- IoS online users are solely responsible for ensuring that their online profile details are up to date, the IoS are not liable to administer a user's IoS online account. Certification will rely on these details being current and up to date. IoS customers who require a certificate reprint are liable to pay the IoS for certification reprint costs.
- IoS cannot accept any reservations on RPL assessments. In order to secure a place on an assessment, all bookings must be paid for in full and prior to the closing date.

Candidate Cancellation and Transfer Policy

Please note the following cancellation policy applies should you cancel your place on this programme:

- If you cancel after the RPL programme start date no refund will be given except in the event of illness / injury (for which a doctor's note must be provided) or exceptional circumstances.
- In the event of a cancellation or transfer, the individual must follow up with a written confirmation/email to the IoS with their intentions of either cancelling or transferring their place.
- If you are having difficulties in meeting a deadline this *must* be communicated to RPL@swimming.org before your deadline date and within reasonable time – i.e not the day before.

Refunds

Refunds will only be provided whereby a candidate has a medical reason for not being able to complete the assessment – a doctor's note must be provided to RPL@swimming.org and the RPL team notified directly as soon as this situation arises and before the RPL assessment deadline end date.

IoS will credit the full amount minus IoS deductions for assessor's time and administrative costs, these are listed below:

- Level 1 = £RPL assessment fee minus £100
- Level 2 = £RPL assessment fee minus £150

Please note that awarding organisation fees are non-refundable:

Other additional costs: These would occur under the following circumstances:

Assessor observation of practical delivery (in person) - RPL assessment requires filming / video of your teaching or coaching delivery. Please ensure that the feasibility of filming within a candidates aquatic environment has been agreed prior to booking onto RPL assessment. The IoS have a witness statement to support engagement of parents of swimmers in understanding the purpose for filming and usage to support RPL candidates in their video capture.

The IoS are able to arrange, at request, an assessor to observe in person any practical delivery however additional costs will be incurred for this which will be dependent on location, distance to travel and other factors. As a guide this can be upwards of £150, in addition to the RPL assessment fees.