



A Safe Space

Recognising Prior Learning

This document is designed for those **assessing a Recognising Prior Learning (RPL)** form to clarify the RPL process and share answers to some common questions. You'll find confirmation of the process an RPL form will go through along with some frequently asked questions.

Process

1. Correct form *must* be used. If it is not on the form or with the right evidence, it won't be accepted.
2. The form is sent to the region office. The region office follows local procedures which are that either A Safe Space trainer, or the region RPL lead, can review and decide on the application. Forms can be sent straight to safe space trainer if that is what has been agreed in your country or region.
3. If further information is needed, the trainer/RPL lead will ask for it. Due to the number of applications received, the volunteers and staff involved do not have time to chase up these requests. It's up to the applicant to respond to any
4. If it's a straightforward yes or no, the trainer or RPL lead communicates this to you and arranges for it to be recorded. I think most areas just send an email.
5. If it's not straightforward, a trainer should escalate to RPL lead for second opinion. If not sure, the C/R RPL lead will ask colleagues in similar role for advice.
6. If a volunteer is not happy with the decision, they should follow the instructions on the form and make a formal complaint. When this happens, the Lead Volunteer for Safeguarding will carry out the review of the original decision supported by relevant staff.

Securely destroy all records and data relating an application 1 year after a negative decision and for the full three years if it's approved.

7. Frequently Asked Questions

- 1) Why aren't church qualifications accepted?
 - a. We need to undertake a lot of work to understand and map the content of these against our courses. At the moment it's not possible to complete this work. Also, we want to have a reciprocal system in place if we go down this route.
- 2) What does decision making responsibility mean?
 - a. The leader with level 3 A Safe Space, takes on the role of safeguarding lead for the unit, and therefore would decide how to proceed for a safeguarding incident. For the purpose of the RPL route, the volunteer needs to already be undertaking this role within their employment or have the relevant qualification.
- 3) Does the form have to be used?
 - a. Yes, this means we collect all of the information needed to make an informed decision, and evidence is required where stated



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- 4) What evidence do I need to see?
 - a. Certificate/proof of learning - this must detail course content (if it's not a course listed on front page)
 - b. Proof of designated lead role (decision making responsibility) - this could be a confirmation of the role held at work

- 5) Can the learning be done on-line?
 - a. Yes, but it needs to be looked as part of the whole RPL application and ensuring it meets the course requirements.

- 6) Who sends the A Safe Space Level 3 certificate to the volunteer?
 - a. Whoever has assessed the RPL form should arrange for the certificate to be sent and the volunteer's GO record to be updated.

- 7) How does someone renew their level 3 if they have gone through the RPL route?
 - a. They will either need to attend a face-to-face session or re-complete the RPL form with new evidence to show how their professional training is up to date and have it assessed.

- 8) How do I confirm Levels 1 and 2 are complete?
 - a. The volunteer should attach or show you a screenshot of their GO record showing this as complete.

- 9) Do I have to chase the volunteer for more evidence?
 - a. No, provide them with a deadline for the information and say you will not be chasing them. The responsibility is on them to provide the information you need.

- 10) There's less than a year on the certificate they've provided as evidence. What should I do?
 - a. Ask for more information. On the Level 3 A Safe Space page, we suggest they provide additional information to support their application if there's less than a year left on the certificate.

- 11) Why do we have such high standards?
 - a. We're delegating a lot of trust to ensure the safeguarding processes are completed properly, this is why we have to have these standards in place. Should a safeguarding incident happen, we need to be able to evidence that our volunteers are properly trained.

- 12) Can we accept an RPL form for level 4?
 - a. It's not possible to use RPL for Level 4 as the content is too Girlguiding specific.