



KENYA NATIONAL QUALIFICATIONS AUTHORITY

Shaping the Future of Kenya

Recognition of Prior Learning (RPL) Process



The process of Recognition of Prior Learning (RPL)

1. Reception and Guidance

Reception is the first step of RPL process. It informs the candidates about the whole RPL process; registration application, Portfolio, financial conditions as well as the assessment process. This will take place at an accredited assessment center as set up in TVETA PLAR Guidelines and any other approved guidelines.

Candidates shall be:

- i. Provided with information about the RPL benefits, the procedure, the costs, the support available, and the eligibility requirements;
- ii. Required to show proof of knowledge of the content or skills area as well as competency, RPL practices and procedures.
- iii. Registered with Training institutions and/ or skill providers accredited by relevant regulators for assessment.

The RPL process shall;

- i. Be Learner Centered; ii. Offer clear guidance about RPL to learners; iii. Guide Learners seeking credit by RPL;
- ii. Encourage Learners to present evidence of their Learning;
- iii. Encourage Learners to present evidence of formal, non-formal and informal Learning.

Evidence required for RPL assessment shall include:

- i. Interview/professional conversation;
- ii. Observation and questioning including workplace visits;
- iii. Portfolio of work, which may include completed assessment items from previous study; and uploading of photos of their products onto a RPL online system;
- iv. Supplementary assessment tasks or challenge test (oral, written or practical); v. Assessment where no training is involved;
- v. Trade tests;
- vi. Authentication of evidence by supervisor or employer;
- vii. The evidence shall fall within 4 years from the date of request of RPL.

2. Submission of Application

A candidate shall submit or upload duly filled application form along with the prescribed fee, to an accredited assessment Center or through online transactions.

3. Screening of Applications

- i. The assessor shall screen the application and evidence to ascertain the suitability of the candidate for the applied occupation and modules;
- ii. The candidate shall be notified whether he/she is admitted or not to the RPL process;
- iii. If the candidate is admitted, his/her RPL application shall be sent by the coordinator to the RPL assessor;
- iv. The Coordinator shall supervise the Internal Assessor, the External Assessor, moderator and all the staff of the provider throughout the process;
- v. The certification takes not more than 20 working days from the date of admission.

4. Counselling and Orientation on RPL Procedures

During this process, candidates interested in the RPL shall obtain detailed information and orientation from coordinators appointed by an RPL provider.

The Coordinator shall

- i. Assess candidates' suitability for a specific qualification (full or part);
- ii. Provide the necessary information about learning outcomes and competency standards required for the qualification and the nature of evidence required;
- iii. Map the skills to the relevant KNQF Level;
- iv. He/She may request the candidate for additional information or clarifications regarding access to the RPL;
- v. Guide and support the candidate in making decisions, reflecting on learning experiences and their compatibility with the learning outcomes of the module or course and KNQF level;
- vi. The coordinator shall notify the candidate regarding the assessment process by the RPL Assessment Panel.

5. Interview (Competence Conversation)

The assessor's interview shall be conducted personally. The assessor will review the evidence provided and will match skills with the units in the qualification.

6. Tasks/Practical Observations

Practical skills testing, on-the-job assessment/observation maybe undertaken by the Assessor at the Candidate's workplace or in a different convenient location.

7. Registration and Admission Notification

Candidate who meet all entry requirements by applying for assessment through a prior learning application system through filling in all the necessary information and creating a portfolio 5 that may include photos of their products and certificates of merits that they have obtained from their clients.

8. Final Assessment and Documentation of Evidence

The assessment of evidence shall be valid and reliable to ensure the integrity of the qualification and RPL system. The presented evidence shall be: i. Transparent and reliable; ii. Sufficient - in quantity and quality; iii. Authentic - it's only the work of the candidate; iv. Updated - to meet the learning outcomes requirements and assessment criteria.

9. RPL Fees and Charges

The cost of RPL is based on the needs of the Candidate and the number of units of competency for which they are seeking recognition. As such, the cost will vary from application to application. The Qualification Awarding Institutions (QAIs) in conjunction with stakeholders shall develop a differentiated Unit cost of Assessment to inform the total cost payable for an RPL application and advise the Candidate before proceeding with the RPL assessment process. The fees chargeable will ensure sustainability of the RPL process and shall cover charges for KNQA, QAIs, Regulators and Assessment Centres. Qualification Awarding Institutions (QAI) Personnel shall calculate the total cost payable for an RPL application and advise the Candidate before proceeding with the RPL assessment process. Candidates seeking further training to address skill gaps shall be required to pay a fee determined by Assessment Centers.

10. Accreditation of RPL Practitioners

As provided for in section 5(1) of the KNQF Act no. 22 of 2014, all QAIs must be accredited to offer and assess RPL in the country. All Qualifications being assessed for RPL must also be accredited by KNQA. Candidates are reminded to only use QAIs and test for Qualifications that registered in KNQF. Practioners- Facilitators, Assessors, and Moderators must be accredited by QAIs.

Recognition of Prior Learning Flow Chart

