



MINISTRY OF EDUCATION
STATE DEPARTMENT
FOR VOCATIONAL AND
TECHNICAL TRAINING

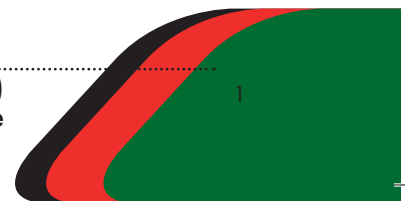
Recognition of Prior Learning (RPL)
Assessment Appeal Guide
2021





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1.0 INTRODUCTION

The Kenya National Qualifications Authority (KNQA) developed the Recognition of Prior Learning (RPL) Policy Framework in Kenya and Guidelines for its Implementation in 2020. In order to launch RPL in Kenya, the Authority Developed Guides for use in the execution of RPL. The guides were developed based on international best practice; consultation and collaboration with Organisations like International Labor Organization (ILO), Colleges and Institutes Canada (CICan) and International Rescue Committee (IRC).

This RPL Appeal guide for RPL Users builds on the strengths of the existing policy, implementation guidelines as well as RPL standards. This guide is designed to ensure that the users understand the appeal process and that the principles of natural justice and procedural fairness are adopted at every stage of the complaint and appeal process.

1.1 What is Recognition of Prior Learning?

RPL is the process used to identify, assess and certify a candidate's competencies regardless of when, where and how they were acquired against prescribed standards or learning outcomes.

1.2 Who are the users of this Guide?

The users of this guide include:

- a) RPL Applicants;
- b) QAIs;
- c) Assessment Centres;
- d) Industry; and
- e) Workplaces.

2.0 THE QAIs COMPLAINTS AND APPEALS POLICY

QAIs must ensure:

- a) that the appeal process is publicly available;
- b) that the appeal process sets out the procedure for making a complaint or requesting an appeal;
- c) that complaints and requests for an appeal are acknowledged in writing and finalised as soon as practicable; and

- d) that the appeal process provides for review by an appropriate party independent of the QAI and the complainant or appellant, at the request of the individual making the complaint or appeal, if the processes fail to resolve the complaint or appeal.

3.0 WHAT TO CONSIDER DURING COMPLAINTS AND APPEALS PROCESS

Matters to consider when addressing complaints and appeals include the following.

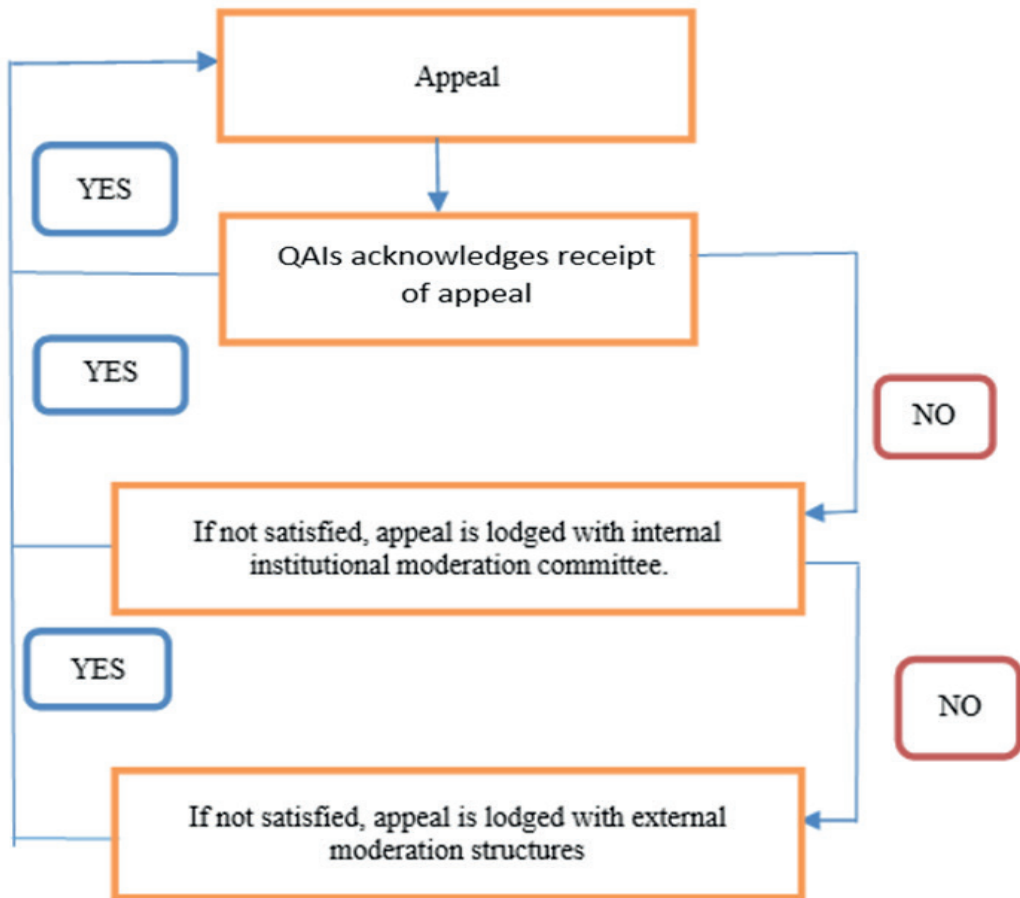
- a) Candidate will have a right to know that this procedure shall be followed in the event of a complaint or need for appeal arising.
- b) The QAIs shall be handling complaints and appeals arising from the RPL process as the need arises.
- c) Complaints about the RPL assessment process by candidates or any stakeholder shall be lodged within three months and concluded within three months from the date of receipt by QAIs or authorised agent of QAIs.

4.0 GROUNDS OF APPEAL

Candidates have the right to appeal following the set guidelines by QAIs.

5.0 RPL APPEAL PROCEDURES

The chart below depicts a simple appeal process whereby candidates will ask for a review of the decision(s) made at any stage of the RPL process.



REFERENCES

- 1) KNQF Act no. 22 of 2014.
- 2) KNQF Regulations 2018.
- 3) Recognition of Prior Learning (RPL) Policy Framework (2020).
- 4) Guidelines for the Implementation of Recognition of Prior learning in Kenya, 2020.
- 5) National Standards for Assessing National Qualifications.



THE KNQF STRUCTURE

KNQF Level	General and Further Education and Training Sub-Framework		Notional hours (minimum)	
10	Doctorate Degree		3600 after KNQA level 9	
9	Master's degree		2400 after KNQA level 7	
8	Post-Graduate Diploma	Professional Bachelor's Degree	Professional Master Craft Person	1200 after KNQA level 7 or 6000 after KNQA level 2
7	Bachelor's Degree		Master Crafts Person –I or Management Professional or HND or CPA III	4800 after KNQA 2 or 2400 after KNQA level 6
6	National Diploma		Master Crafts Person –II/ Professional Diploma or CPA II	2400 after level 2 or 1200 after KNQA level 5
5	National Craft Certificate National Vocational Certificate-IV		Master Craft Person III or CPA I	1200 after KNQA level 2 or 600 after level 4
4	National Vocational Certificate- III/Artisan Certificate		National Skills Certificate –I GTT-I	600 after KNQA level 2 or 300 after level 3
3	National Vocational Certificate-II		National Skills Certificate -II /(GTT – II)	300 after KNQA level 2
2	Secondary Certificate	National Vocational Certificate- I	National Skills Certificate -III /Government Trade Test (GTT-III)	Depending to skills acquisition or Level 1
1	Primary Certificate		Basic Skills/Skills for Life	Birth Certificate



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