



MINISTRY OF EDUCATION
STATE DEPARTMENT
FOR VOCATIONAL AND
TECHNICAL TRAINING

Recognition of Prior Learning
Candidates' 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 guide for RPL applicants builds on the strengths of the existing RPL Policy, Implementation Guidelines as well as RPL Standards. The guide aims to facilitate and enhance the recognition of knowledge, skills and competencies in applicants who seek to be assessed through the RPL process and other stakeholders seeking information pertaining to RPL by assisting them understand how to assemble evidence into a comprehensive Portfolio. They will also get acquainted with the Assessment, Certification and Appeal processes.

This guide shall be read and applied in conjunction with the Recognition of Prior Learning (RPL) Policy Framework (2020) and the Guidelines for the Implementation of Recognition of Prior Learning in Kenya (2020).

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. In broad terms, the process of RPL involves matching what you already know and can do to learning outcomes of the qualification. RPL aims to award the applicant with either a full qualification or part of a qualification.

1.2 What is a Qualification?

Qualification refers to a set of knowledge, skills and attitudes (learning outcomes) which form a particular level of attainment recognized by the Authority in accordance with Section 5(1) and 30 of the KNQF Act.

2.0 THE RPL PROCESS

Do you possess skills, knowledge and attitude but do not have corresponding qualifications? You could be in the informal, formal or non-formal sector, retiree, refugee, asylum seeker, migrant, never been to school or out of school. Would you like to be awarded a certificate for these qualifications? RPL provides an opportunity for you to get assessed on what you know and be awarded a certificate upon successful assessment. Here is how to go about it.

2.1 Counselling and facilitation stage

An RPL Counsellor will guide you with the expression of interest and application process. They will guide you on the level of qualification to apply for and how to collect your Portfolio of Evidence that supports the level of qualification applied for.

The application

- a) You can apply for RPL by visiting a Qualifications Awarding Institution / Assessment Centre – this could be TVET institutions, Jua Kali worksites or a workplace where you will be guided accordingly.
- b) You fill in an expression of interest that is reviewed by an RPL Counsellor.
- c) Upon successful review, you will be advised to apply for assessment through the RPL process which involves the following.
 - i. One-on-one explanation of the learning outcomes / competence standards to help you self-evaluate on whether you fit in the qualification applied for.
 - ii. Guidance on how to collect the portfolio of evidence (PoE) aligned to the qualification and level applied for.
 - In the portfolio of evidence, provide evidence to prove the competencies you are applying for, such as: descriptions of the activities you have undertaken at your place(s) of work, workshops; any courses, professional development, or self-directed study which you have taken; references from supervisors, clients, colleagues and others about your skills and abilities related to the competency for the advanced standing you are applying for.

- The PoE provides you an opportunity to present evidence of the knowledge and skills you have acquired formally, informally or non-formally. You will be assessed against learning outcomes / competency standard.
- iii. If any gaps are identified in the application process, the RPL Counsellor will advise you on:
 - Skills gap training.
 - To apply for lower level.
 - To apply for a different qualification.
 - iv. Once all the evidence meets the set criteria as per the learning outcomes / competence standards, the PoE is forward to an Assessor to conduct analysis based on the assessment guide and PoE parameters.

2.2 PoE analysis stage

Once you have submitted your Portfolio of Evidence as guided by the RPL Counsellor, an RPL PoE Assessor will assess your evidence against prescribed standards and advise on the next steps. If PoE meets the standards, you will be booked for a practical assessment at an accredited Assessment Centre which could be a learning institution, work site or work place.

- a) The PoE is analysed in the context of the learning outcomes and parameters of evidence.
- b) If any gaps are identified from the evidence provided, the candidate will be advised on;
 - i. Skills gap training.
 - ii. Applying for lower level.
 - iii. Applying for a different qualification.
- c) The results from the PoE analysis informs the candidate's progression to the practical assessment.

2.3 Practical assessment stage

- a) Upon successful analysis of the PoE, the candidate meets with three RPL Assessors for the practical assessment. An assessment is a form of evaluation aimed at determining if a candidate is competent against a given competence standard.

- b) The RPL Assessors are constituted from Industry, Training Institution and an RPL Expert. The candidate is graded by the RPL Assessor from the Industry and Training Institution while the RPL Expert observes the process for quality assurance as well as mediation if need arises.
- c) If one is not competent, one will be guided on what they should do to address the identified competence gap before being evaluated again.

2.4 Skills gap

- a) RPL, as an assessment process, is designed to show areas of competence and to identify if you have gaps in skills and knowledge against a whole qualification.
- b) Not everyone will have skills/knowledge gaps.
- c) However, if a skills gap is identified during assessment, a pathway to complete training in the outstanding units can be negotiated and support provided to assist you to be awarded qualification.

3.0 BENEFITS OF RPL

- a) Candidates gain formal recognition for their skills, knowledge and experience.
- b) Enhances the employability particularly of those disadvantaged in the labour market like persons living with disability, women, refugees and migrants.
- c) May lead to decent employment with fair remuneration.
- d) May help to gain access to formal training and lead to career progression.
- e) May facilitate change of career path.
- f) Promotes self-esteem of beneficiaries.
- g) It is time saving thus saves on cost as it helps to avoid repetition of what has already been learnt.

4.0 ROLES AND RESPONSIBILITIES OF AN RPL CANDIDATE

4.1 Application process

- a) Complete the RPL Candidate's Application Form and submit the form together with required identification documents.
- b) Complete the Third-Party Report (Referee testimonial), workplace referees or previous employers or clients. You will need to provide the contact details of your referees to your Mentor and Assessor as well as ensure your testimonials are authenticated.
- c) Conduct a self-evaluation assessment for each individual unit of competence you intend to claim against.
- d) If after your self-evaluation you feel you are not ready for RPL, you need to discuss with the RPL Counsellor
- e) Provide information and evidence against all of the criteria for the relevant unit(s) of competency selected.
- f) Enrol and pay the scheduled fees and make an application for a Pre-Assessment Interview.
- g) Prepare to demonstrate possession of required skills and knowledge for the unit(s) of competency you intend to claim against.

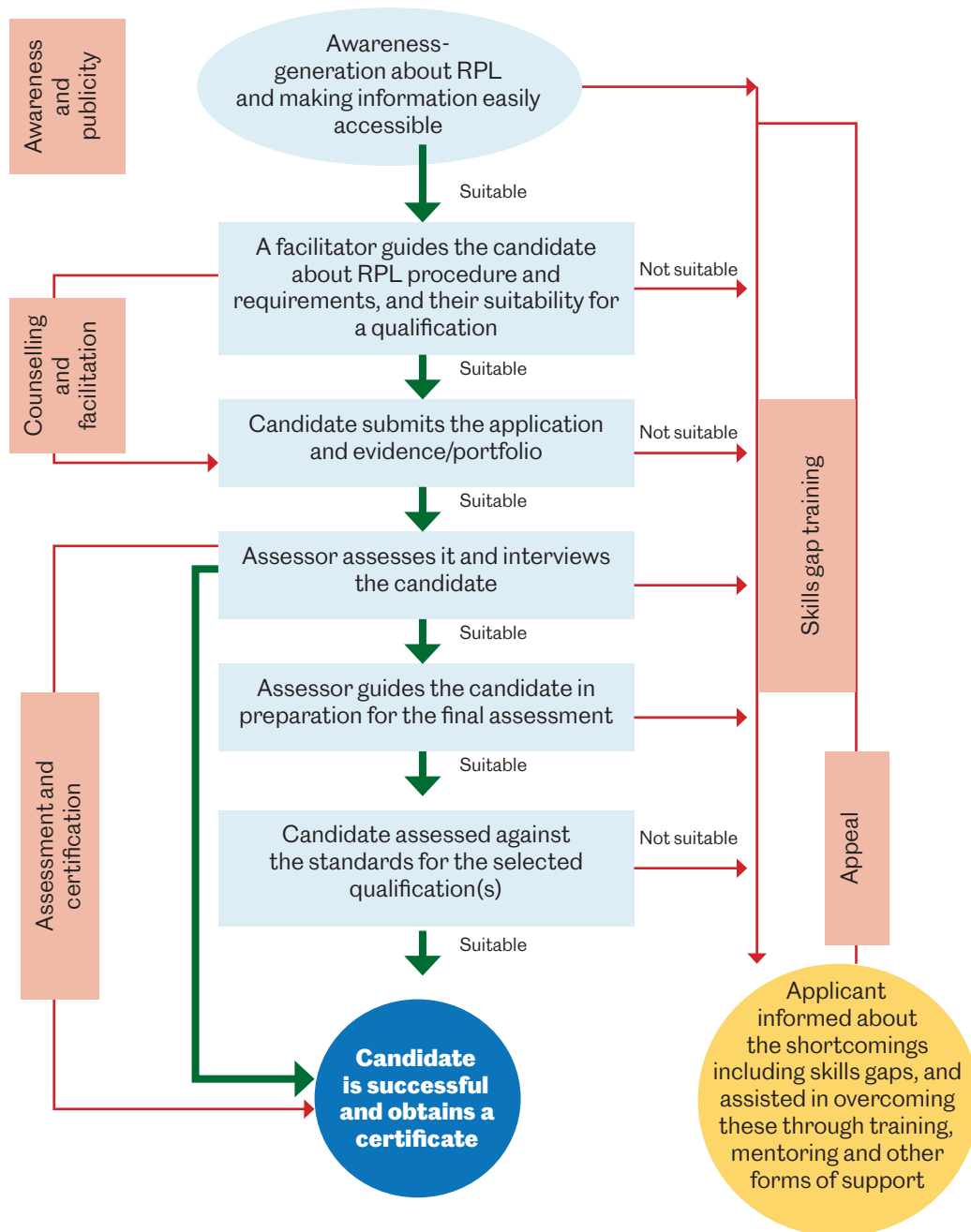
4.2 Assessment process

- a) Present the relevant evidence for assessment as guided by the RPL Counsellor.
- b) Present themselves for the practical assessment.
- c) Inform the RPL Counsellor of any special needs in advance to allow for proper planning.
- d) Inform the RPL Assessor of any changes to the planned schedule of assessment.

3.3 Appeal process

- a) To appeal the process within the stipulated timelines.
- b) To provide the necessary evidence to back up the appeal claim.
- c) To pay any fees associated with the appeal.
- d) To comply with the outcome of the appeal.

5.0 RPL PROCESS

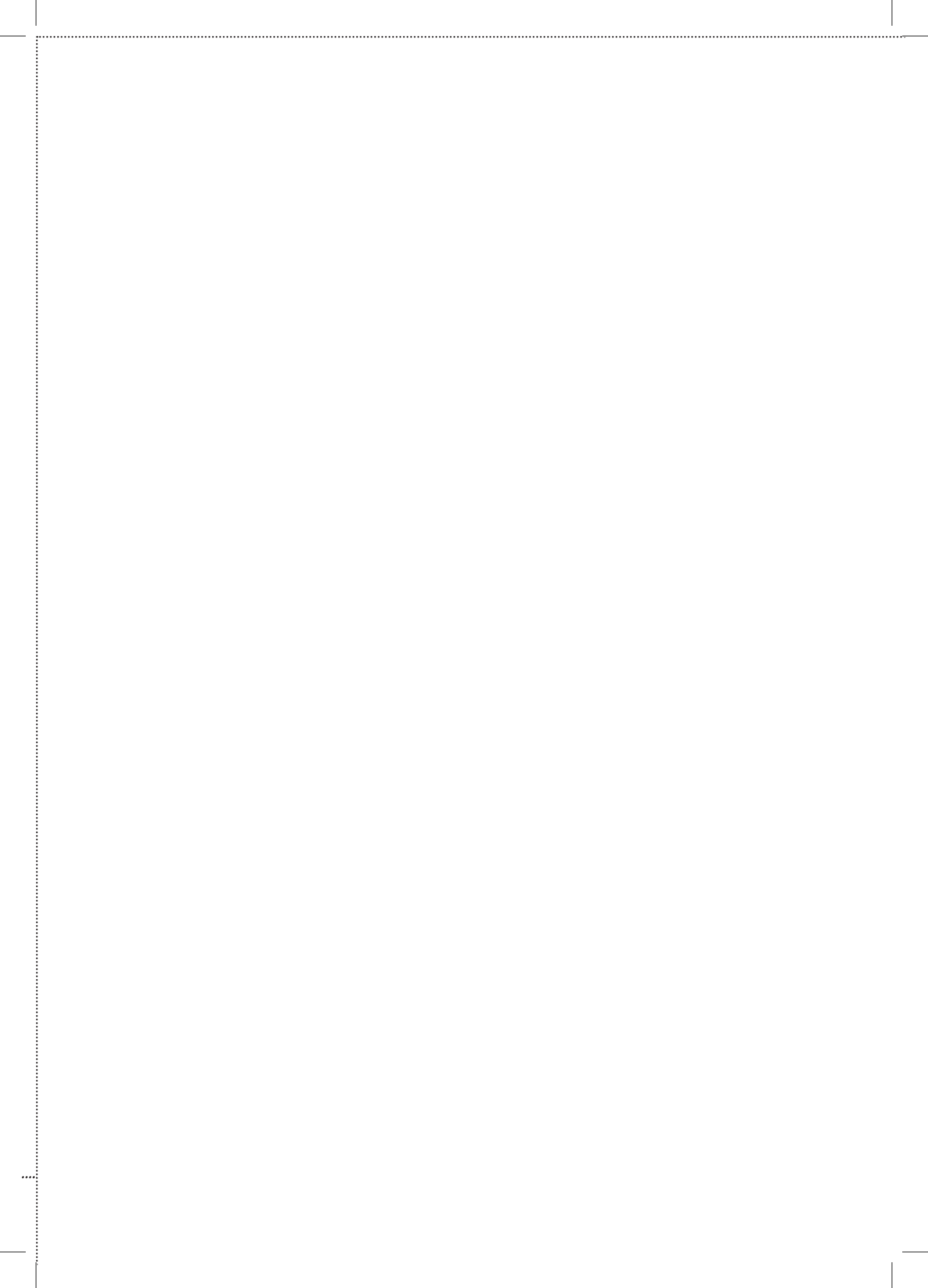


REFERENCES

- 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.



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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