***What is Recognition of Prior Learning (RPL)?***

RPL is an assessment tool that takes into account a person’s skills, knowledge and experiences and validates it. The RPL process involves matching the applicants' knowledge, skills, and experience with the qualification framework. The outcome will determine whether the applicant has achieved the full qualification, achieved some units or needs to close the gap by presenting more evidence. RPL enables applicants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

***How can RPL benefit me?***

RPL can provide:

* National recognition of the skills you use in your job
* Not having to learn what is already known (avoid repetitive learning)
* Increased career opportunities

***How long does it take?***

The duration depends mainly on the applicant's ability to present enough relevant evidence (build a good portfolio) to satisfy the Assessment requirements.

***Who can apply?***

Anyone with the relevant knowledge, skills and/or experience required for a unit or entire programme.

***What kind of evidence is appropriate?***

**Main Evidence:**

Evidence submitted may include work produced such as documents, products, prototypes, models, materials and reports. Other examples include certificates, qualifications and video or audio tapes.

**Supplementary Evidence:**

Supplementary evidence allows the assessor to infer your competency. This evidence is often obtained through:

* Written or oral questioning.
* Tests completed off-the-job.
* Third party sources; for example, Reference/Recommendation from your Supervisor.

***How do I build my Portfolio?***

Applicant must build and submit a portfolio to prove competencies in the identified areas of learning. The portfolio of evidence (PoE) is an organized document that represents the skills, knowledge and competencies that the Applicant has developed as a result of temporary or full-time employment, learning while participating in life-long activities or previously completed education and training. The portfolio should fulfill the following requirements:

* Clearly indicate the programme outcomes (standards) for which you will provide proof of learning achievement and the accredited training institution will provide these outcomes. It is important that you ensure that you receive these outcomes before compiling the portfolio.
* The evidence in building a portfolio for RPL is vital to the assessment process. It is important that the Applicant provides evidence in considering the following;
* Valid
* Sufficient
* Authentic
* Current
* Reliable

The following table is a guide for the types of evidence and examples of each. You may be required to provide several types of evidence for each unit of competency to satisfy the requirement.

|  |  |  |
| --- | --- | --- |
| **Evidence Types** | **Explanation** | **Examples** |
| Accredited training  program | A qualification or statement  of attainment including a transcript of units of competency awarded | Statement of Attainment transcript  Certificate (certified true copy or originals) |
| Other training programs | Documents that confirm attendance at a formal course of study | Non-accredited courses (e.g. short courses) |
| Work history and training | Documents that demonstrate  completion of relevant workplace training and the application of those skills in the workplace | Memos, emails, certificates of attendance, CV, job description, testimonials, contract document, receipt of payment, awards |
| Work samples | Samples of work verified as authentic | Emails, letters, videos, photos, reports, projects, prototype, models, sequence of operations |
| 3rd Party reports | Reports from a competent manager/ Master crafts person, supervisor or colleague that confirm the  candidate’s level of knowledge and ability to apply skills in the workplace | Reports from managers/Master Craftsperson, colleague, supervisors and clients. Performance reviews, peer review |
| Interviewing / questioning | Confirms the candidate’s knowledge of the profession, policy and procedures for  Occupational Health and Safety in the workplace | Responses to scenarios in the form of checklist, audios, video etc and demonstrate knowledge of policy and procedures |
| Workplace documents | Workplace documents that have been created by the candidate that is relevant to their claim | Written communications e.g.  reports, plans and policy, log  books, permits, specimen books, sequence of operation, drawing, pictorial, video |
| Practical Demonstration | Direct observation by the assessor of the candidate performing the tasks in the  workplace or in a simulated workplace environment | Conduct a simulated practice of example, cosmetology services, Organizational Health and Safety tasks e.g. conduct a  workplace safety induction,  complete a workplace safety inspection, checklists. |

***What if I do not have sufficient evidence (Gaps)?***

Consider mainstream CBT training by:

1. Registering with a TP for further training or
2. Go to industry/MCP for further training or
3. Consider self-learning and practice

Gaps refers to areas of incompetencies identified through assessment and forms part of assessment judgment.

**What next*?***

If you are comfortable about proceeding further with the RPL assessment process then:

1. Select a Training Provider with the appropriate training packages relevant to your needs (skill area).
2. Submit yourself to the relevant assessment process.

***Would I receive assistance in filling the application forms?***

***Yes***

A competency checklist is attached to the Application form and used to identify the units of competency for RPL.

***Do I have the Right to Appeal?***

***Yes***

**Before making an appeal**

If the applicant disagrees with the decision made based on the findings of an Intermediary/RPL Team, on the documents submitted, the applicant can appeal to the Quality Assurance Office of the institution, requesting a review of the decision. This may occur following the completion of the screening of documents by the Intermediary/RPL Team.

**Submitting an appeal**

The Quality Assurance Officer of the institution, will only consider the appeal submitted by the applicant.

The applicant should submit appeals by filling the **appeal forms** to the Quality Assurance Officer of the institution.

Appeals must be submitted within two weeks right after the intermediary screening decision notifying the Quality Assurance officer. The appeal must include a written account why they feel that the intermediary had reached the wrong decision. .

**Appeal feedback**

The Quality Assurance officer of the institution will respond in writing, within two weeks of receipt of the appeal. If for any reason the officer fails to respond within the given period, applicant should be informed by the institution and deal with the appeal as quickly as possible.

***When can I apply?***

APPLICATION WINDOWS: OPENING AND CLOSING DATE FOR APPLICATIONS, 2021:

• 1st Window: 15th January - 15th February

• 2nd Window: 15th April - 15th May

• 3rd Window: 15th July- 15th August

N/B: The duration for RPL process takes approximately three months after the closure of each window.

**RPL PROCESS**

1. Applicant completes the RPL application form/self-assessment form available from Training providers (TPs).
2. The TP advises the applicant on the types of evidence that could be used to support their application.
3. Applicant pays necessary RPL fee.
4. Applicant provides authenticated documents.
5. All submitted evidence are marked against a checklist.
6. Applicant submits application form and evidence, and undertakes self-assessment.
7. The RPL Team decides on the competency of the Applicant and informs them of the outcome.
8. If the Applicant is deemed as not yet competent or wishes to gain competence in additional units, they can do so through the normal pathways of institutional or workplace training and assessment.
9. The assessment is subjected to internal and external quality assurance processes.
10. Successful candidates are issued with certificates.

***Do you want to start the RPL process now?***

[Click here](https://ctvet.gov.gh/wp-content/uploads/2021/06/3.0-Application-Form.docx)

For more information, kindly call 031 229 1963.