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Our ICCAC International Standard Guideline for:

Non-Academic Certification, Validation & Accreditation by ICCAC based on RPL/ VAE



ICCAC International Standard Guidelines for Non-Academic Certification, Validation & Accreditation based on European University qualifications regulators or VAE guide lines. **VAE (Validation des Acquis de l'Expérience)** is a French-origin system for Validation of Prior Learning, allowing individuals to earn formal qualifications (degrees, diplomas) by proving skills gained through professional and personal experience, rather than traditional schooling, supporting career development and lifelong learning. It recognizes experience as equivalent to training, letting people obtain certifications. It is regulated by CEDEFOP (European Centre for the Development of Vocational Training).

1. Scope of Policy

a. **You can apply** Recognition of Prior Learning (RPL) to **internally assessed parts** of our vocational qualifications (inclusive of those qualifications that have externally set themes/topics which are internally assessed) including those on the Regulated Qualifications Framework, Self-Regulated Framework (SRF) and other national frameworks. RPL can also be applied to **internally assessed parts** of equivalent vocational qualifications from other Awarding Organisations.

b. The use of **recognition of prior learning is optional**. But, if you choose to apply it, you need to have an internal policy on RPL and the proper resources to do so.

c. You cannot apply for RPL for external assessment, set exams or set assignments.

2. ICCAC Independent Assessment, Verification and Accreditation is based on:

a. ICCAC is an independent assessment that ensures its certification have the technical competence and integrity of impartiality to deliver credible certification services. This is essential to building confidence and trust in certification. Our Standards is based on VAE.

Key Aspects of VAE

- **Purpose:** To recognize and formalize skills from work, volunteering, or personal activities, providing a pathway to qualifications for adults.
- **Eligibility:** Open to anyone in working life, regardless of age, status, or current qualification level, with relevant experience.



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- **Process:** Candidates compile a portfolio detailing their experience and skills, which is then assessed against the requirements for a specific diploma or certification.
- **Outcome:** Can lead to full certification, partial certification (validation of skill sets), or exemptions from parts of a program.
- **Benefits:** Enhances employability, supports career changes, and provides formal recognition for valuable, non-traditional learning

3. What is RPL

- a. Recognition of Prior Learning (RPL) is a tool we use to recognize learning already achieved and to make gaining academic credit easier. We value your existing experience, knowledge and learning, and don't expect you to repeat learning you have already achieved.
- b. The RPL process is used to determine what credit can be awarded to the learner for previous certificated learning and/or experiential learning and therefore at what level or stage the learner may enter a program of study.
- c. If there is evidence that the learner has previously shown the knowledge, skills or understanding required by part of a qualification, this may be used towards achieving that qualification. The evidence must be:
- d. RPL is not normally used to provide evidence against achievement for an entire qualification. This would be called an exemption and is usually used where a learner must gain a specified qualification for a particular purpose (for example, as an entry requirement for further study, employment, or registration). If you or your learners think that they are entitled to an exemption, we recommend you refer to the organisation which has specified the original qualification requirement. If a particular qualification is specified
- e. RPL is about using a learner's evidence of earlier learning and achievement towards part of a qualification. An assessor reviews whether the evidence is enough to show that a learner has met the assessment requirements for a current qualification. The learner needs to show that through knowledge, understanding or skills they already have, they do not need to repeat the course or complete extra assessment activity.
 - valid;
 - current;
 - reliable;
 - authentic and
 - sufficient.



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- f. RPL is not normally used to provide evidence against achievement for an entire qualification. This would be called an exemption and is usually used where a learner must gain a specified qualification for a particular purpose (for example, as an entry requirement for further study, employment, or registration). If you or your learners think that they are entitled to an exemption, we recommend you refer to the organisation which has specified the original qualification requirement. If a particular qualification is specified as an entry requirement to a qualification offered by us, we will list any appropriate exemptions in our specification.
- g. Applications for RPL must be carried out by centre staff who are competent to consider and make decisions about RPL.

4. The RPL Process

Centre preparation

Check that you have staff with expertise to support and assure the RPL process

Stage 1: Awareness, information, and guidance

Before enrolling the learner, discuss with them the option of using RPL to claim units for some of their past learning or experience. If the learner is interested in this, ICCAC should explain to them:

- The process of claiming a unit using RPL.
- The support and guidance that is available.
- How long the process will take, how to appeal and any costs included.

ICCAC should check that the evidence provided by the learner for RPL has been achieved before the start of their course of study.

Stage 2: Pre assessment, gathering evidence and giving information

Register your learner as soon as they officially start to gather evidence.

To help the learner in gathering evidence you could create an assessment plan or tracking document. The evidence gathered needs to meet the standards of the unit, or part of a unit, that the evidence is being used for. Evidence from a learner's past experience could include:

- Home or family life
- Non-certificated education or learning
- Paid work
- Community or voluntary work.

Stage 3: Assessing and documenting evidence

ICCAC Standards Verifier/External Examiner, before any monitoring activity starts, if candidates have applied RPL for any units or learners. ICCAC Standards Verifier/External Examiner may include these in their sample.



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- a. A learner's past achievement that would show evidence of current knowledge, understanding and skills varies between industries. It depends on the range of their experience, technological changes and the nature of the outcome claimed. The Assessor may ask questions or ask a learner to show them skills, to check that their understanding and skills are current.
- b. The assessment strategy, where stated, for each qualification must also be followed. Assessment as part of RPL is a structured process for gathering and reviewing evidence and making judgements about a learner's past learning and experience in relation to unit standards. The Assessor may look at:
 - Work experience records validated by managers.
 - Past portfolios of evidence or essays made by the learner.
 - Reports validated as being the learner's own unaided work.
 - Expert witness testimonies.
 - Professional discussions.
- c. New assignment briefs or tasks that have been created to fill any gaps in the learner's work.
- d. Standards Verifiers or External Examiners are not required to give feedback on an assignment brief or task if ICCAC choose to set one as part of RPL.
- e. Evaluate all the evidence using the learning outcomes and assessment criteria from the qualification or unit being claimed. In assessing a unit using RPL the Assessor must be satisfied that the evidence from the learner meets the standard for all the learning outcomes and assessment criteria.
- f. If we have published assessment or grading criteria, ICCAC should review the evidence against all the criteria.

If ICCAC find gaps in the learner's work through RPL, then ICCAC will need to use more assessment methods to create enough evidence to be able to award the learning outcome for the whole unit.

Documenting evidence: Evidence collected through the RPL process needs to be assessed and verified through the same quality assurance procedures that your centre uses for any other internal assessment methods.

Ensure records of assessment against prior learning are kept and are available for verification if requested.

Stage 4: Outcomes of the RPL

- a. Once ICCAC checked a learner's evidence and made an assessment decision, it is important that feedback is given to the learner including the assessment decision and what options are available to the learner if ICCAC have decided not to award the unit or qualification.



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- c. ICCAC will check that if the learner understands how they can appeal if they do not agree with the assessment decision.
- d. If the learner wants to make a complaint, they can do so using our Pearson Qualifications Website.
- e. If the learner can show that they have met all the learning outcomes and assessment criteria using RPL they will be able to claim for the unit or qualification.
- f. If ICCAC identify, through our quality assurance processes that all unit requirements have not been met, ICCAC will:
 - ask candidate to provide more evidence, or
 - ask the learner to complete the standard assessment requirements if they want to achieve the qualification.

Stage 5: Claiming certificates

- a. ICCAC can claim certificates once the quality assurance processes have been successfully completed using the standard procedures.
- b. After certification, ICCAC need to keep the assessment and internal verification records, along with any extra RPL records for three years.

Stage 6: Appeals

If a learner wants to appeal against a decision made about their assessment they first need to follow ICCAC centre's policy and procedures and then our Internal assessment in vocational qualifications: reviews and appeals policy.

VAE assessment interview / questionnaire

- a. The VAE (Validation des Acquis de l'Expérience) assessment method is a process used to recognize and validate the prior experiential learning of candidates who wish to obtain an academic degree such as Dip., BBA, B.Ed., MBA, MA, DBA, PhD and Honorary Doctorate (h.c.).
- b. During the VAE assessment, candidates are typically asked questions to assess their knowledge, skills, and competencies related to the degree they are pursuing. Answer the following questions in no less than 100 words per item, in your own words. You may make reference to evidences submitted in your dossier (portfolio of evidences) while you answer these questions. Ensure that you answer ALL questions.
 - I. Can you describe your professional background and career trajectory, highlighting key achievements and milestones?



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- I. What motivated you to pursue a (.....) degree, and how do you believe it will contribute to your professional development and goals?
- II. Please provide examples of complex challenges or projects you have been involved in and explain your role in addressing them.
- III. How have you demonstrated leadership and management skills in your career? Can you share specific instances or experiences?
- IV. Describe your research skills and experiences, including any research projects or publications you have been involved in.
- V. How do you stay updated with current trends and developments in your industry or field of expertise?
- VI. Can you discuss any instances where you have effectively applied theoretical knowledge to solve practical real-life problems?
- VII. What role does ethics and social responsibility play in your professional decision-making processes?
- VIII. Describe your experience in collaborating with diverse teams or individuals and how you have managed conflicts or differences in perspectives.
- IX. How do you envision using the knowledge and insights gained from a (.....) program to contribute to your organization or industry in the future? These questions are designed to assess a candidate's qualifications and readiness for a degree program based on their prior experiences and accomplishments.

The responses provide valuable insights into the candidate's competencies and their ability to integrate academic knowledge with real-world expertise. Thank you!

ICCAC VAE/ RPL Assessment Committee