

ILPO55 REFERENCE FRAMEWORK - EMPLOYABILITY PORTFOLIO

TOOL 6 – RECOGNITION OF PRIOR LEARNING

Introduction

The inclusion of Recognition of Prior Learning (RPL) within the ILPO55 Employability Portfolio is in line with the ILPO55 project aims of improving the employability of individuals of 55 years or older within the Financial Services Sector. Throughout the project, the various consultation seminars and the needs and gaps analysis carried out at the early stages of the project, the ILPO55 consortium confirmed that one of the main reasons why O55 refrain from career progression, is the lack of motivation to follow courses and/or further training which might be seen as waste of time. Another factor which emerged from the ILPO55 project initiatives was that these individuals had a number of skills and competences which they accumulated through the years from various experiences and therefore it was sensible to include RPL as one of the seven tools within the ILPO55 Reference Framework – Employability Portfolio.

RPL within the ILPO55 Reference Framework has a dual role:

1. To provide information to Over 55 individuals about the National initiatives related to Recognition of Prior Learning available in their countries. More information about this can be found in the Main RPL Document.
2. To provide organisations with a procedure and tool for the provision of RPL in Employment which compliments their HR and Interview processes related to internal progression of employees.

RPL in Employment is a process by which the individuals are given the opportunity to participate more actively within the interview process by providing information on their Skills and Competences and how these, in their opinion, compliment or fulfill the requirements of a specific call for applications. This process will put the organization (especially HR Departments) in a better position to get to know its employees and make more informed decisions at the end of the interview process. This is an internal process to the organization which it may use to validate the experiences of its employees. It is in no way connected to or in conflict with Official RPL initiatives present in the country and its outcomes are only valid within the organization. RPL for employment may also be used in conjunction with Internal Training Programmes in order to exempt individuals from attending parts of them thus reducing the time needed to obtain the certificates and therefore encouraging them to take up the training programme and progress further. Once again any credits or units of internal training conferred via RPL in Employment are strictly internal and this does not mean that the organization is empowered to conduct RPL for the conferring of qualification titles and/or credits on a National Level, any proceedings and results are strictly internal to the organisation.

Recommendations for Use

The attached application form is the main tool required for the Process of RPL in Employment, in which the O55 individual will record his/her, skills and competencies and explain how these fulfill the requirements of the Job or Course being applied for. The ILPO55 Consortium recommends that RPL in Employment is carried out with employees within own organization who would like to progress in their careers and preferably as part of the ILPO55 Reference Framework – Employability Portfolio process, since the structure and tools of the Framework are conducive to the fulfillment of the RPL process.

Apart from the attached Application Form, the Organisation would also need to:

1. Identify an Expert to act as an RPL Assessor to evaluate the O55 employee's submission and complete the Evaluation Report (Section D) in view of the Interview;

2. Identify an Expert to assist the O55 employee in building his/her RPL Application. The ILPO55 Consortium recommends that this person should be the same person filling the role of Mentor following the O55 employee through the Mentoring Plan and the ILPO55 Employability Portfolio Process.
3. Raise a Job Description and/or Course Specification broken down into a number of Tasks which the Over 55 employee would need to claim possession of by filling in the RPL Application and matching evidence from his/her portfolio.

O55 individuals are to be given enough time to fill in the RPL in Employment Application. The ILPO55 Consortium recommends this process should not be less than 6 weeks in order to give enough time to the O55 individual to understand the exercise; reflect on his/her abilities; gather the evidence; consult with his/her mentor and build the application.

Each application is to be evaluated by the RPL Assessor and marked on the same application submitted by the applicant. The Evaluator is to mark whether the Applicants claim for each task is valid or not based on the evidence submitted and the description provided. Should the RPL Assessor still have doubts, s/he may ask the applicants for clarification; further evidence and/or a live demonstration. Upon completion the RPL Assessor needs to fill in and submit the Evaluation report. The outcome of the RPL in Employment exercise is to be communicated to the Applicant.

The application consists of 4 main sections. Each section contains a set of instructions guiding the Applicant on its aims and how it should be filled in. The Application is designed to be filled in electronically and therefore there may be instances where the user would need to add sections especially in the case of Section C.

Attached to the Application in the Appendix section are the RPL Process Flowchart – to which the applicant can refer in order to confirm the process to be followed and a list of documents which can be accepted as evidence.

More information on the:

- 1) RPL in Employment process;
- 2) the rationale for the inclusion of RPL in the ILPO55 Reference Framework – Employability Portfolio, and;
- 3) information on Official National initiatives and incentives for RPL

can be found in the Main RPL Document.

<<Insert Organisation Logo>>

APPLICATION FOR ILPO55 RPL in EMPLOYMENT

Title of Course/ Job Opening:	<<INSERT HERE>>
Closing Date:	<<INSERT HERE>>

Applicant's Name: _____

Date Submitted: _____

Signature: _____

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Notes for Applicants:

1. *This application is designed to be filled in electronically.*
2. *Copies of any Evidence listed in sections B and C need to be attached to the application. The RPL assessor and/or Organization have the right to request to see the original documents at any point of the RPL process.*
3. *A Detailed CV must always be included as part of the Evidence.*
4. *The RPL Evaluator, Evaluation Board and/or the Organisation have the right to ask the applicants for clarifications and/or further evidence to support his RPL claim/s.*

SECTION A: PERSONAL DETAILS

Name and Surname				I.D. Number	
Telephone Number		Mobile Number		Date of Birth	
Email Address (work)			Email Address (Personal)		

SECTION B: LIST OF ATTACHMENTS

The RPL Process is built upon the evaluation of personal experiences against a number of pre-set criteria. All RPL claims need to be supported by a number of evidence which may be obtained in a variety of scenarios (see appendix for a list of possible evidence).

In this section you are expected to:

- list all the documents which you will be submitting as evidence for your RPL claim with this application;
- provide a brief description of each evidence;
- indicate the date in which the specific evidence was obtained;
- Indicate the name of the issuing organization (where applicable);
- include an Evidence Reference Number (ERN) for all evidence submitted.

Important: The Evidence Reference Number (ERN) you assign to evidence in this section has to be used throughout the rest of the application. Please ensure that the evidence reference number is clearly visible:

- on the attached documents (in the case of hard copy documents), or;
- in the document titles (in the case of soft copy documents and/or within the e-Portfolio)

Evidence Reference Number Format: ERN #1, ERN#2 etc.

Title	Description	Issuing Organisation	Date Obtained	ERN

Task 1: Lorem ipsum ... (Note to Organisation (remove when launching application) Insert task from In-house Course/ Job Description being offered via RPL here. A table needs to be created for each task.)

Please describe how in your opinion, and from your past experiences, you satisfy the requirements of this task?

Matched Evidence/s					
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Evaluation

RPL Claim and related evidence is:

Valid

Invalid

Comments:

Task 2: Lorem ipsum ... (Note to Organisation (remove when launching application) Insert task from In-house Course / Job Description being offered via RPL here. A table needs to be created for each task.)

Please describe how in your opinion, and from your past experiences, you satisfy the requirements of this task?

Matched Evidence/s					
---------------------------	--	--	--	--	--

Evaluation

RPL Claim and related evidence is:

Valid

Invalid

Comments:

Task 3: Lorem ipsum ... (Note to Organisation (remove when launching application) Insert task from In-house Course / Job Description being offered via RPL here. A table needs to be created for each task.)

Please describe how in your opinion, and from your past experiences, you satisfy the requirements of this task?

Matched Evidence/s					
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Evaluation

RPL Claim and related evidence is:

Valid

Invalid

Comments:

Task 4: Lorem ipsum ... (Note to Organisation (remove when launching application) Insert task from In-house Course / Job Description being offered via RPL here. A table needs to be created for each task.)

Please describe how in your opinion, and from your past experiences, you satisfy the requirements of this task?

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Evaluation

RPL Claim and related evidence is:

Valid

Invalid

Comments:

SECTION D : FINAL EVALUATION – RPL REPORT OUTCOME

In this Section the Evaluation Board is expected to compile a brief summary of the RPL Process and the Outcome/s as decided by the Board.

SIGNATURE OF RPL ASSESSOR

Signature	
Name In Block Letters	
Designation	
Date	

APPENDIX 1 – LIST OF POSSIBLE TYPES OF EVIDENCE

- Resume`/CV (paper and/or electronic)- All applications must include a CV or Resume`;
- Covering letter/s – By the applicant;
- Formal Education Certificates:
 - School Leaving Certificate;
 - Matriculation Certificate;
 - College Diploma;
 - University Degree;
 - Masters;
 - PHD etc.;
- On-the-job-training Certificates; CPD Certificates;
 - Equipment-specific Training
 - Soft Skills Training
 - In-house Courses
- Reference Letters from current and past: employers, peers, supervisors, clients etc.;
- Performance Appraisals, Evaluation forms, Letters of appreciation, Letters of recommendation;
- Performance Awards;
- Samples of Work Performed: Memos; Reports; Plans; Procedures and Forms; Hand-outs; Marketing plans etc. (in the case of long documents samples and/or summary mould suffice at application stage. The evaluator may still request access to the full Document) ;
- Proof of Work
 - Photographs and/or videos showing work produced by the applicant and/or the applicant at work;
 - Minutes of meetings featuring the work produced by the applicant/ and/or any tasks assigned ;
 - Email communications showing tasks assigned or applicant at work etc.

APPENDIX 2 – RPL PROCESS FLOWCHART

FLOWCHART FOR THE APPLICATION OF RECOGNITION OF PRIOR LEARNING

