



**NATIONAL CRITERIA
FOR
ARTISAN RECOGNITION OF PRIOR LEARNING**

FIRST DRAFT

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1. VISION

Promoting and nurturing Artisan Recognition of Prior Learning (ARPL) as a pathway to a full occupational qualification.

2. MISSION

To permanently establish and practice the recognition of prior learning didactical principles within the artisan training environment, eliminating the discriminatory practices of the past and broadening access to trade testing.

3. DEFINITIONS

The terms used in this policy are consistent with the definitions as provided in the Skills Development Act, 1998 and the Trade Test Regulations 2012 or as provided for below:

- 3.1 Artisan Recognition of Prior Learning- An assessment process which measures a candidate's meaningful level of experience together with imbedded knowledge and work ethics in order to facilitate access to a trade test.
- 3.2 Artisan Recognition of Prior Learning Process- The activity of gathering information related to the assessment of a candidate's readiness for a trade test.
- 3.3 Artisan Recognition of Prior Learning Practitioners- This refers to accredited RPL advisors, accredited assessors and accredited moderators.

4. PRINCIPLES

The assessment approach to ARPL shall at all times observe and taking into account the following principles:

- **Fairness:** All ARPL processes must be applied in a free, fair, just and non-judgemental manner and no candidate may be unfairly discriminated against.
- **Access:** No undue restrictions to ARPL prospective candidates must be practiced.
- **Redress:** It must be implicit within the ARPL practice that previously disadvantaged candidates must be assisted in all ways possible to participate in the ARPL processes.
- **Transparency:** All ARPL practices must be transparent to all participants and access to information must not be restricted without cause.
- **Consultation:** Prospective and participating ARPL candidates must be consulted on all matter which may have an adverse effect on their ambition to becoming an artisan.
- **Professionalism:** Is a primary requirement for all ARPL practitioners during practice and must be devoid of corrupt, solicit, exploitation of any form and abusive malpractices.
- **Recourse:** All disputes arising from dissatisfaction on the ARPL process must be granted a just remedy.

5. PURPOSE OF THE NATIONAL CRITERIA FOR ARPL

The major policy influences on the National Criteria for Artisan Recognition of Prior Learning are the South African Qualifications Authority RPL Policy, the Skills Development Act and the Trade Test Regulation. Consequently, these criteria set the guidelines on:

- ARPL based trade testing.
- ARPL framework.
- ARPL admission requirements.
- ARPL process.
- ARPL assessment criteria.

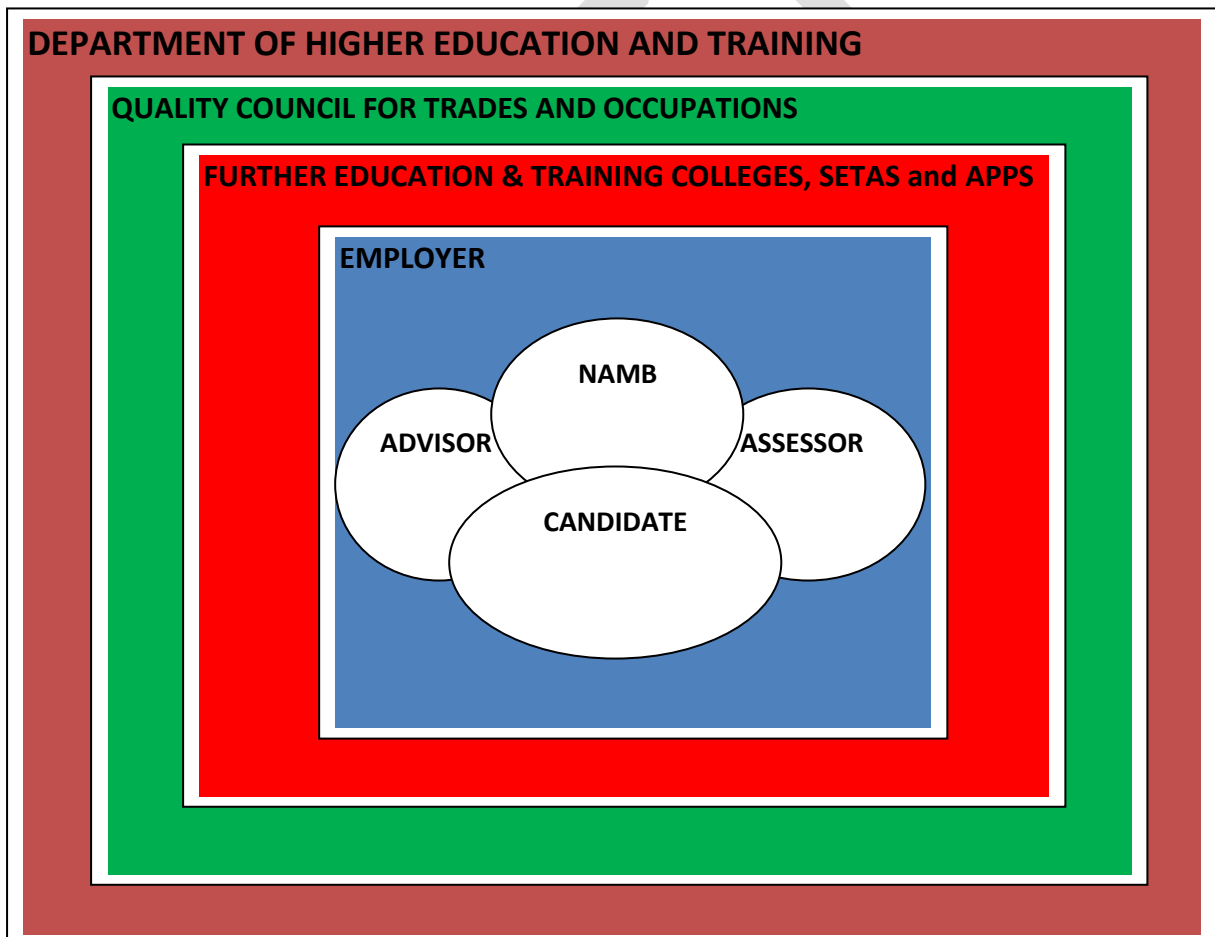
- ARPL competency grid.
- Dispute resolution mechanism.

6. ARPL BASED TRADE TESTING

Key to an ARPL based trade testing is section 2.2 of the Trade Test Regulations read as “notwithstanding sub regulation 1, any person may apply to a trade test centre accredited by the QCTO to undergo a trade test in any listed trade subject to the person submitting an application form in the format determined by NAMB together with a portfolio of evidence approved by NAMB for a listed trade in the case of a person who underwent a recognition of prior learning process”.

Based on this provision the nature of ARPL as defined in this policy provides access mechanisms only to a trade test and does not grant an artisan qualification through credit accumulation and transfer.

7. THE ARPL FRAMEWORK



1. The Department of Higher Education & Training (DHET) set sectoral policies regarding all ARPL practices.
2. The Quality Council for Trades and Occupations (QCTO) is responsible for quality assurance (DQP and AQP) matters and occupational certification.

3. The Further Education and Training Colleges (FETC) are responsible for vocational programme delivery leading to experiential work, trade testing and an artisan qualification (in this framework they are responsible also for ARPL assessment and knowledge gap closure and may conduct trade testing if appropriately accredited).
4. Sector Education and Training Authorities (SETAS) are responsible for learner workplace placement, training, ARPL assessment and knowledge gap closure and trade testing facilitation.
5. Accredited Private Providers (APPS) have the same role as the FETC and SETAS.
6. The Employer offers experiential on the job training or actual employment to an ARPL candidate.
7. The National Artisan Moderation Body (NAMB) is responsible for artisan standards setting and national artisan development. In this instance NAMB is responsible for the moderation of all ARPL portfolio of evidence and the granting of access to a trade test.
8. An accredited RPL Advisor is responsible for assisting all ARPL candidates compile their respective portfolio of evidence (POE) to facilitate trade testing or knowledge gap closure.
9. An accredited Assessor is responsible for the final assessment of the POE which may include workplace observation.
10. An ARPL candidate is a person officially registered to undergo an ARPL process for the sole purpose of accessing trade testing.

8. ARPL ADMISSION REQUIREMENTS.

1. All candidates seeking access to a trade test process through the recognition of prior learning pathway shall:
 - 1.1 Complete a standardised official application form as prescribed by NAMB in consultation with the DHET Artisan RPL unit.
 - 1.2 Have a minimum of five years work experience applicable for all trades and such experience must be in the specific trade a candidate has accumulate experience in.
 - 1.3 The minimum of five years experience may be accumulated from various traceable and registered employers.
 - 1.4 Ideally all ARPL applicants must have an Adult Education & Training Level 4 certificate or equivalent, however candidates not meeting this requirement will be required to undergo an elementary knowledge gap closure course at an FET college during their ARPL process.
 - 1.5 All accredited ARPL providers must keep records of all admitted candidates and whenever required, provide such records to the DHET.

9. ARPL PROCESS

1. All admitted ARPL candidates irrespective of their admittance location shall be subjected to the following processes:
 - 1.1 Personal file of the candidate be created by the ARPL provider containing biographic information, financial record, POE record and all other administrative information pertaining to the association of the candidate with the ARPL provider.
 - 1.2 Registers of all mandatory attendance for the purpose of assessment or knowledge gap closure must be signed by the candidate and kept safely by the ARPL provider.

- 1.3 All admitted and registered ARPL candidates must undertake a trade and life orientation session facilitated by an accredited ARPL advisor before they are assimilated into the ARPL process.
- 1.4 The ARPL process shall occur on the basis of the compilation of a portfolio of evidence (POE) which shall be facilitated by an accredited ARPL advisor.
- 1.5 The POE shall contain the biographic information of the candidate, trade and trade experience of the candidate, employer information, results of theoretical assessment, results of practical assessment, results of workplace observation, referral details and any other recommendations.
- 1.6 The POE's theoretical evidence may be obtained orally or in writing and all instruments necessary to facilitate the presentation and storage of such evidence are to be used.
- 1.7 At least one practical task shall be carried out by the candidate, the nature and the results thereof shall be recorded in the candidate's POE.
- 1.8 All candidates must have a workplace observation report signed by a qualified assessor as a component of their POE, and where a candidate is unemployed he/she may keep in abeyance the observation component until he/she is employed or a suitable arrangement within the specific trade environment is made.
- 1.9 A completed POE must be referred to NAMB for moderation, alternatively to an accredited programme provider for the purpose of knowledge gap closure.
- 1.10 All records of exchange between the ARPL provider and NAMB must be kept in the personal file of the candidate.
- 1.11 All successfully conducted trade tests emanating from the ARPL pathway must be recorded separately, kept safe and made available by the ARPL provider when required.

10. ARPL ASSESSMENT CRITERIA

The primary objective of ARPL assessment is to determine and assist in the readiness of a candidate to undergo a trade test.

- 1.1 ARPL assessment may be performed only by a NAMB accredited provider.
- 1.2 The compilation of the portfolio of evidence with respect to the ARPL process must be facilitated by an ARPL advisor accredited by NAMB.
- 1.3 The workplace observation process and the report arising must be supervised by a qualified assessor.
- 1.4 Only candidates registered in accordance with the admission requirement set above may be assessed.
- 1.5 All ARPL assessments shall be conducted using a NAMB approved toolkit for all listed trades.
- 1.6 ARPL assessment shall include the measurement of the candidate's level of basic theoretical knowledge in a specific trade. The theoretical knowledge may include (concepts, components, measurement, design, assembling, testing and etc).
- 1.7 ARPL assessment shall include the measurement of the candidate's magnitude of practical experience (the candidate must at least perform one practical task in the respective trade).

- 1.8 ARPL assessment shall include workplace observation where a RPL advisor together with an assessor observes a candidate as he/she performs her tasks at his/her workplace.
- 1.9 During the process of ARPL theoretical knowledge assessment a candidate may be given an option of a written assessment or an interview facilitated by a RPL advisor.
- 1.10 Tape recording of the interview is compulsory and such tapes must be kept safely.
- 1.11 During the process of ARPL practical assessment all worked project pieces must be, marked, bearing the identity of the candidate and photographed before kept safely.
- 1.12 During the process of ARPL workplace observation a performance report on a standardised format must be completed.
- 1.13 All candidates must be prepared properly before they are assessed, stating the objectives of the assessment and what is required from the candidate.
- 1.14 Candidate must be allocated reasonable time and intervals to complete all the ARPL assessments.

11. ARPL COMPETENCY GRID

The following competency grid must be used to determine the summative ARPL assessment which will determine the final recommendation from the ARPL provider to NAMB:

COMPONENT	SCORE			
	0 – 29%	30% - 59%	60% - 79%	80% +
	Not Yet Competent (Requires full gap closure programme)	Not Yet Competent (Requires gap closure programme on specific areas)	Competent (Recommend for access to a trade test)	Exceptionally Competent (Ready for a trade test)
THEORY				
PRACTICAL				
WORKPLACE OBSERVATION				

- 1.1 A candidate who obtains a **NOT YET COMPETENT** result in the theoretical assessment of the ARPL process but is deemed **COMPETENT** in the practical assessment and workplace observation may receive knowledge gap closure in accordance with the grid above before proceeding to be recommended for a trade test.
- 1.2 A candidate who obtains a **NOT YET COMPETENT** result in the practical assessment of the ARPL process but is deemed **COMPETENT** in the theory part of the assessment must receive at least two trimesters practical training at an FET college before a workplace observation is performed. A recommendation to NAMB for a trade test must be done once the candidate is deemed **COMPETENT** in the practical and workplace observation.
- 1.3 A candidate who obtains a **NOT YET COMPETENT** result in the workplace observation but is **COMPETENT** in the theory and practical assessment must be recommended to NAMB for a trade test at least 6 months after the assessment was done in order that during this period work based work ethics gaps may be closed through a designated programme, and provided that he/she is still actively working during this period.
- 1.4 A period of three weeks after an ARPL assessment process must not elapse for a candidate to receive his/her ARPL assessment results on a prescribed format.

1.5 A period of one month must not elapse for a recommendation to be submitted to NAMB regarding a candidate's progression to a trade test.

12. DISPUTES

All ARPL related disputes will be subject to NAMB's dispute resolution processes and procedures and may be referred accordingly and notice of the intention to dispute must be made known to the respondent.

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