



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Recognition Of Prior Learning RPL Implementation Guide Training

Education, Training and Development / Adult Learning

Unit Standard 116587 · NQF Level 7 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to implement Recognition of Prior Learning (RPL) effectively within their organisations. It covers the principles, processes, and assessment strategies for recognising informal and non-formal learning, ensuring alignment with SAQA requirements.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	116587
Accreditation	SAQA Accredited · NQF Level 7 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles and processes of RPL in accordance with SAQA policies and guidelines.
- Analyse the role of RPL in addressing skills gaps and promoting lifelong learning.
- Design an RPL implementation plan that includes candidate support, assessment, and quality assurance.
- Evaluate evidence provided by candidates against specified unit standards or qualifications.
- Implement fair and valid assessment practices for RPL candidates.
- Demonstrate understanding of the ethical and legal considerations in RPL assessment.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, trainers, assessors, and managers involved in skills development and RPL implementation in South African workplaces.

COURSE OUTLINE

Day 1: Foundations of RPL and Unit Standard 116587

- Introduction to RPL: definitions, benefits, and challenges.
- Overview of SAQA, NQF, and the National Qualifications Framework Act.
- Detailed breakdown of Unit Standard 116587.
- Ethical considerations and confidentiality in RPL.
- Stakeholders in RPL: candidates, assessors, moderators, and institutions.
- Quality assurance mechanisms for RPL.

Day 2: The RPL Process and Candidate Support

- The RPL lifecycle: pre-screening, application, assessment, moderation, and certification.
- Conducting candidate information sessions.
- Identifying prior learning: formal, informal, and non-formal learning.
- Managing candidate anxiety and building confidence.
- Referral pathways for candidates who do not meet requirements.
- Documentation and record-keeping for candidates.

Day 3: Evidence Collection and Portfolio Development

- Types of evidence: direct, indirect, and supplementary.
- Portfolio of evidence (PoE) structure and requirements.
- Evidence collection methods: interviews, demonstrations, work samples, testimonials.
- Mapping evidence to unit standard outcomes and assessment criteria.
- Techniques for verifying authenticity and currency.
- Common pitfalls in evidence collection and how to avoid them.

Day 4: Assessment Design and Methods for RPL

- Principles of assessment in an RPL context.
- Assessment methods: challenge exams, practical demonstrations, oral questioning, simulations.
- Designing flexible assessments to accommodate different learning styles.
- Creating rubrics and marking guides.
- Adapting assessments for candidates with special needs.
- Ensuring alignment with unit standard outcomes.

Day 5: Assessment Practice and Feedback

- Facilitating assessment sessions: setting the scene, time management.
- Questioning techniques for probing prior learning.
- Observing demonstrations and evaluating performance.
- Giving feedback: positive reinforcement and developmental areas.
- Recording assessment results and completing assessment reports.
- Handling insufficient evidence: supplementary assessment options.

Day 6: Moderation and Quality Assurance in RPL

- Moderation requirements per SAQA and ETQA.
- Internal moderation processes: peer review, sampling.
- External moderation and verification by awarding bodies.
- Preparing a moderation file: evidence of assessment decisions.
- Common moderation findings and corrective actions.

- Continuous improvement through moderation feedback.

Day 7: Implementation Strategies and Professional Practice

- Building an institutional RPL policy and procedure.
- Resource requirements: staff, materials, budget.
- Marketing RPL to potential candidates and stakeholders.
- Monitoring and evaluating RPL programme outcomes.
- Ethical dilemmas: conflicts of interest, objectivity.
- Professional development pathways for RPL practitioners.
- Action planning for implementing RPL in own context.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 32,400.00	R 32,400.00
1	In-House	R 42,200.00	R 42,200.00
1	On-Campus (Pretoria)	R 48,600.00	R 48,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
06 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116587) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za