



RECOGNITION OF PRIOR LEARNING (RPL) POLICY, STANDARDS & GUIDELINES

1 Background

The Kenya National Qualifications Framework sets clear criteria for all qualifications and development of a harmonized national accreditation, quality assurance, assessment, and examination system to ensure that qualifications awarded in Kenya are of the highest quality and meet the national standard. It aims at creating an efficient and effective training and Qualifications Awarding system that meets the needs and requirements of local and international employers and industry. Section 8 (1) (k) of the KNQF Act grants the mandate to develop a system of competence, life-long learning, and attainment of national qualifications, including recognition of prior learning.

The Kenya Institute of Supplies Examination Board (KISEB) is established by Section 13 of the Supplies Practitioners' Management (SPM) Act No.17 of 2007 of the laws of Kenya. The Board is mandated to: prescribe and regulate syllabuses of instruction for professional certification, prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals, issue professional qualifying certificates and other awards, in liaison with the Ministry of Education, accredit institutions offering the examination of the Board, and promote recognition of its examination in foreign countries.

KISEB is registered and accredited as a Qualification Awarding Institution (QAI) in the TVET sector vide Registration Certificate KNQA/QAI/8/2021 to offer two qualifications- Certified Procurement and Supply Professional of Kenya (CPSP-K) at Level 7 and Associate in Procurement and Supply of Kenya (APS-K) at Level 6.

This document seeks to regulate the conduct, administration and management of the RPL process at KISEB. The purpose of this policy is to outline the standards and guidelines to be followed when implementing the RPL. The document provides guidance to RPL practitioners to further the national goals on lifelong learning. This assessment determines extent to which the individual has achieved the required learning outcomes, competency outcomes or standards for entry to, and / or partial or total/full qualification.

2 Scope

This document encompasses all aspects methodologies, and perspectives that the Board will employ in relation to the RPL process. This policy, standards and guidelines shall encompass all advisory on RPL, building of POEs, skills course design and facilitation, assessment and moderation of RPL through administration, monitoring and evaluation, research development, and procurement and supply chain competencies, recruitment of RPL practitioners and accreditation of assessment centres.

3 Definitions

- 3.1 *Assessment Centre* is an accredited training institution or industry workplace for assessment of a competence.
- 3.2 *Competence* covers the knowledge, skills and attitudes applied and mastered in a specific context.
- 3.3 *Credit* is a unit of academic measurement of educational value as defined in the KNQF.
- 3.4 *Credit transfer* means the vertical, horizontal or diagonal relocation of credits towards a qualification or part qualification in the same or different levels, programs, departments or institutions.
- 3.5 *Full Qualification* means a certificate that shows attainment of nationally recognized qualification level on the KNQF
- 3.6 *Partial qualification/Micro-Credential* means a certificate that shows unit(s) of competency that a candidate has attained towards attaining a nationally recognised qualification.
- 3.7 *Portfolio of Evidence (PoE)* means a guided collection of objects, pictures, videos, written testimonials and any other as per the assessment guide, attained over a period and duly prepared by an RPL candidate as evidence in support of his or her application for RPL assessment or issuance of a partial or full qualification.
- 3.8 *Prior learning* is knowledge or skills acquired in earlier study and work or through experience.
- 3.9 *Recognition of Prior Learning* is the process for recognizing learning and, where appropriate, accredit the prior learning of an individual and the knowledge, skills, and competences that s/he already gained from experience and/or previous formal, non-formal and informal learning.
- 3.10 *RPL applicant* means a person who presents himself/herself for RPL assessment
- 3.11 *RPL Player* means a person or an institution involved in the RPL process.
- 3.12 *RPL Practitioner* is a person involved in the RPL assessment process.
- 3.13 *Colleague: is* a person with whom one works in a profession or business.
- 3.14 *Third Party Evidence: means* evidence which is obtained from someone other than that of the applicant.
- 3.15 *Assessment Tools* are instruments that will be used by assessors to assess the skills and knowledge of candidates against a set criteria/standard.
- 3.16 *Level Descriptor* describes the learning outcomes of a particular KNQF Level
- 3.17 *Skill Gap Training* is the training needed to help the candidate meet required learning outcomes of the skill area and level applied for.
- 3.18 *Statement of Attainment* means a document (i.e., a certificate) that shows the module/units of competency that a learner has completed or a candidate has successfully attained as part of partial qualifications as defined in the KNQF.
- 3.19 *Work Experience* means activities undertaken in the workplace, where the acquisition of skills, knowledge and attitudes are related to tasks, processes and outcomes of a particular occupation.

4 Guiding Principles of RPL

- 4.1 *Validity:* The learning experience should be relevant to the KISEB qualifications. Validity of the learning experience is assessed through alignment with the learning outcomes as set in the CPSP-K and APS-K curricula standards, and consideration of content, level of training and procurement and supply experience.
- 4.2 *Authenticity:* The learning experience must have been undertaken by the applicant, and the information in the application must be true and accurate.
- 4.3 *Currency:* The learning experience should indicate up-to-date knowledge and skills in relation to the intended area of recognition. The experience must have been completed not more than five years prior to the RPL application.
- 4.4 *Comparability:* Comparability ensures that the learning experience undertaken has similar value to that of the CPSP-K or APS-K programmes. The learning experience should be comparable in terms of content, breadth of experience, level of responsibility, rigour of training requirements, assessment process, supervision and credibility.
- 4.5 *Quality:* Quality in assessment ensures that all assessment processes are quality assured.
- 4.6 *Transparency:* Transparency in assessment ensures that assessment policy and process provide clarity to all relevant stakeholders.
- 4.7 *Evidence-based:* The applicant must provide sufficient evidence of the learning experience to demonstrate that the learning outcomes have been achieved, and to enable the assessor to judge the appropriateness of the experience.
- 4.8 *Confidentiality:* All information regarding the RPL Assessment of an individual should not be divulged to other unauthorized entities.
- 4.9 *Continuity:* To ensure the learning experience was focussed, effective and valuable, all applications must outline experience undertaken over a sustained time period of three (3) year.
- 4.10 *Inclusivity & Non-discrimination:* Equal access to RPL opportunities and resources will be granted to people who are excluded, disadvantaged or marginalize.
- 4.11 *Integrity:* Adheres to the set ethical principles
- 4.12 *Reliability:* The degree to which the result of assessment can be depended on to be accurate

5 Eligibility

- 5.1 The learning experience must meet principles of RPL assessment
- 5.2 KNQA Level 6 or its equivalent
- 5.3 Qualification will be subject to the KNQF level descriptors

6 RPL Process

The RPL process involve three major steps as follows:

- 6.1 **Initial enquiry:** After expressing an interest in RPL, the candidate must receive information from RPL Counsellor explaining the RPL process, eligibility criteria, and how to build their Portfolio of Evidence that supports the level of qualification applied for.
- 6.2 **Pre-RPL assessment:** RPL Counsellor assesses whether the candidate meets the eligibility criteria within the qualification specification, such as prior learning relevance to the qualification. They provide guidance on the RPL process, helping candidates to understand the evidence requirements and the assessment process.
- 6.3 **Evidence submission:** The candidate collects relevant evidence, which may include evidence of recent prior study, work samples, certifications, job descriptions, references, and testimonies among others. The candidate organises the evidence into a submission that is clear and well-structured.
- 6.4 **Application Process:**
 - 6.4.1 Applications must be made using the RPL application form
 - 6.4.2 Assessment fee of Kshs 80,000 is payable at the time of application. Candidates who withdraw from the assessment will be entitled to 50% refund of the assessment fees.
 - 6.4.3 It is the responsibility of the applicant to provide all necessary documentation to demonstrate the learning experience meets the principles and eligibility criteria as outlined in policy
 - 6.4.4 Applications for RPL shall be evaluated by a committee of RPL practitioners in the presence of the RPL applicant.

7 RPL Assessment

- 7.1 Applications will be assessed by the relevant committee of RPL practitioners appointed by the Board.
- 7.2 Each application will be considered on a case-by-case basis, and the outcome will be dependent on the nature and amount of evidence provided by the applicant.
- 7.3 The assessment process will be completed within three months of receipt of the application.
- 7.4 In assessing applications for RPL, the assessor will refer to the principles and eligibility criteria as outlined in this document.
- 7.5 Once the RPL application has been reviewed and finalised, the Board will appoint qualified assessors to;
 - 7.5.1 Arrange the RPL assessment schedule with the applicant;
 - 7.5.2 Conduct the RPL assessments by:
 - 7.5.2.1 *using the evidence of competency provided by the applicant, and matching the evidence against the unit elements, performance criteria, skills, knowledge, range statement and evidence guide; identify areas of competency which in the assessors' opinion are met by the evidence provided (Appendix)*
 - 7.5.2.2 *identifying competency, knowledge or skill gaps in the evidence provided by the candidate and providing guidance and an opportunity for the candidate to supply additional evidence of competency;*

- 7.6 The assessment of evidence through RPL must be a structured process which allows the assessor to make judgements about a candidate's prior learning and experience in relation to unit standards. Assessment methods for RPL must be of equal rigour as other assessment methods, must be fit for purpose and relate to the evidence of learning. Any evidence submitted for RPL must be:
- 7.6.1 *Valid* – the evidence must demonstrate achievement of the relevant learning outcomes/assessment criteria.
- 7.6.2 *Authentic* – the evidence must be the sole work of the candidate, unless the learning outcome or assessment criteria of the unit(s) being assessed states that work must be produced in groups or in teams.
- 7.6.3 *Current* – the evidence must meet up-to-date standards of the unit/vocational area of the unit.
- 7.6.4 *Reliable* – the evidence must demonstrate sound competence which would allow confidence in the ability of the candidate re-producing the evidence in the future.
- 7.6.5 *Sufficient* – the evidence must be substantial enough to fully meet the requirements of the assessment criteria/learning outcomes.
- 7.7 *Evidence-based:* The applicant must provide sufficient evidence of the learning experience to demonstrate that the learning outcomes have been achieved, and to enable the assessor to judge the appropriateness of the experience.
- 7.8 Assessment Methodologies
- 7.8.1 *Third Party Evidence* could include:
- 7.8.1.1 *Information from a supervisor or manager which outlines:*
- How long they have supervised the candidate
 - What the candidate's responsibilities were (i.e. list of duties)
 - What skills or competencies the candidate successfully perform, while carrying out their duties (the Evidence Summary template may assist with this)
 - Further contact details of the person providing the report (i.e. phone number or email address)
 - Signature of the person providing the report
- 7.8.1.2 *Testimonial from a peer*
- A letter from a peer authenticating an achievement (i.e. a colleague)
 - Further contact details of the person providing the testimonial (i.e. phone number or email address)
 - Signature of the person providing the testimonial
- 7.8.2 Supporting documentation could include:
- 7.8.2.1 *Transcript of formal qualification including*
- Statement of Attainment
 - Certificate or Diploma
 - Degree, Graduate Certificate, Master's Degree, Doctorate
- 7.8.3 Awards
- Certificate of completion or participation for non-formal courses or workshops

- Documentation to clubs etc which link to obtaining skills (informal learning)

7.8.4 Work samples could include:

- Reports (i.e. risk management reports, incident reports)
- Written plans (i.e. training plans)
- Recorded briefings or debriefings

7.8.5 Direct Observation Or ‘Challenge Test’ Where an assessor determines there are gaps within a candidates’ RPL evidence, they can discuss with them the option of demonstrating their skills within those areas. Direct observation could include:

- Arranging to observe a candidate ‘on the job’
- Simulating a realistic environment for the candidate to demonstrate skills
- Challenge test where part of an assessment is undertaken and observed by the assessor

7.8.6 *Recognition Interview:* A recognition interview should ideally be performed after the assessor has reviewed all the candidate’s RPL evidence. The recognition interview gives the assessor an opportunity to ask further questions where evidence is weak and discuss items which need clarification.

7.9 *Final Assessment:* The assessment panel shall comprise of RPL practitioners with recognized values and experience in their fields. The panel shall comprise of a minimum of three assessors drawn from industry, training and RPL expert

7.10 *Tasks/Practical Observation:* Practical skills texting, on-the-job assessment/observation may be undertaken by the RPL Assessor at the candidate’s convenient accredited assessment centre.

8 RPL Assessment Outcomes

There are three (3) outcomes following the assessment of candidate evidence:

- 8.1 if the evidence meets the quality criteria and shows that the candidate has demonstrated competency against the learning outcomes for the unit, their record will be updated to reflect achievement against the unit
- 8.2 if the evidence does not meet all of the required learning outcomes for the unit, the candidate will be asked to provide more evidence or sit the required assessment
- 8.3 if the evidence does not meet the quality criteria, the candidate will not be awarded RPL against the unit. Regardless of the outcome, the candidate must be promptly informed of the decision and any feedback given. The candidate should be informed of next steps, if any.
- 8.4 Notification of the student: Once RPL has been granted, the student will be given an RPL report with the following details:
 - 8.4.1 the level and amount of credit awarded
 - 8.4.2 the grounds for resubmissions and appeals
 - 8.4.3 the process for resubmissions and appeals (including timescales)
 - 8.4.4 the guidance and support that will be provided if a candidate needs to resubmit a claim
 - 8.4.5 the next steps in the process following a successful claim

9 RPL Certification

- 9.1 Certification is issued to a candidate who has met the requirements of the RPL assessment
- 9.2 Maintenance of assessment records in accordance with the requirements
- 9.3 Issuance of certificates in accordance with the requirements
- 9.4 Maintain registers of all Certificates issued
- 9.5 Retain records of certificates issued as stipulated in Records Retention Policy
- 9.6 Provide reports of Certificates issued on a regular basis, as determined by the KNQA.

10 Appeals

- 10.1 Consideration will be given to the grounds of an appeal for any procedural error was occurred or due process has not been followed.
- 10.2 Appeals will be submitted to the KISEB Secretary/CEO who will forward it to the Board for review. If the Board sees evidence that there was a procedural error, the candidate will be given another RPL application process with a different RPL Advisor/Counsellor and a different RPL Assessor.
- 10.3 Once a decision of an appeal has been given by the Board, it will be deemed final.
- 10.4 Appeal Process
 - 10.4.1 To appeal the process within fourteen (14) calendar days after results notification.
 - 10.4.2 To provide the necessary evidence to back up the appeal claim.
 - 10.4.3 To pay non-refundable KES 10,000 for the appeal.
 - 10.4.4 To submit appeal to the KISEB Secretary/CEO for necessary action.
 - 10.4.5 To comply with the outcome of the appeal.

11 Monitoring and Quality Assurance

- 11.1 KISEB shall comply with national RPL set standards and RPL quality assurance manual at all times, including where services are being delivered on their behalf (assessment centres). KISEB shall ensure the following:
- 11.1.1 Systematically evaluate RPL assessment processes for feedback and decision making;
 - 11.1.2 Use the outcomes of the evaluation to continually improve the KISEBs assessment process;
 - 11.1.3 Ensure that, where services are provided on behalf of a third party, the provision of those services shall comply with the set standards and guidelines in this document; and
 - 11.1.4 Ensure provision of sufficient resources to carry out monitoring and evaluation of the RPL assessment processes;
 - 11.1.5 KISEB shall ensure that supervision and monitoring of the RPL process is carried out as per the set requirements.
- 11.2 The Secretary/CEO should provide regular report to the Board of any feedback from applicants on the RPL processes and on the progression and achievement of candidates for whom RPL has been awarded.

12 Related Policies

- 12.1 Examination Administration Policy
- 12.2 Credit Transfer and Recognition Policy
- 12.3 Exemption Policy
- 12.4 Policy on Certificate Issuance and Storage

13 Annexes

- 13.1 Recognition of Prior Learning (RPL) Candidate's Screening Form
- 13.2 (Expression of Interest) KISEB/RPL/SF/057
- 13.3 RPL Candidate Application Form- KISEB/RPL/AF/058
- 13.4 Application for Registration and Accreditation of Assessment Centres- KISEB/RPL/AC/059
- 13.5
- 13.6 Skill Gap Identification Form for RPL Candidate-KISEB/RPL/SGF/060
- 13.7 Application for Registration of Recognition of Prior Learning (RPL) Practitioners-KISEB/RF/061
- 13.8 Guide for RPL Portfolio of Evidence Interviews-KISEB/RPL/IG/062
- 13.9 Procedure for Conducting RPL Assessment-KISEB/RPL/AP/063
- 13.10 Assessment Guide-KISEB/RPL/AG/064
- 13.11 Competence Matrix-KISEB/RPL/CM/065



**RECOGNITION OF PRIOR LEARNING (RPL) CANDIDATE'S SCREENING FORM
(Expression of Interest) KISEB/RPL/SF/057**

1. Personal Details			
Surname	First name	Other names	
Identification Number (ID/Passport)			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Do you have any disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, specify and provide evidence (Registration with NCPWD)	
Date of Birth dd/mm/yyyy			
Nationality			
Physical Address (place of residence)			
Postal Address			
Contact Details	Mobile:	Work:	
	Email:		
Applicant's place of work (Name of City/Town where you are currently posted by your employer or are self-employed)			
2. Applicant's Work-Related Experience			
Occupation	Role	Period	
		From	To
Occupation / Skill Area to be assessed for			
3. Nature of Employment (Tick appropriately)			
Formal employment	<input type="checkbox"/>	Informal	<input type="checkbox"/>



Contact Details of current employer (if employed). <i>Indicate 'self', if self employed</i>	
--	--

Provide any further information you wish to give in support of your application	
Professional Referee's Contact Details (Provide contacts of three referees)	

Applicants Signature: **Date:**

For official use only

Reviewed by:

Name: Designation:

Signature: Date:

Recommendation (Tick as appropriate)	
Recommended	
Not Recommended	



RPL CANDIDATE APPLICATION FORM- KISEB/RPL/AF/058

*Affix a recent
passport size
photo here*

Section A					
1. Personal Details					
Surname		First name		Other names	
Gender		Male <input type="checkbox"/>		Female <input type="checkbox"/>	Other <input type="checkbox"/>
Do you have any form of disability?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		If yes, specify the nature of disability and attach evidence (Registration with NCPWD)
Date of Birth dd/mm/yyyy					
Nationality					
Physical Address (place of residence)					
Postal address					
Contact Details		Mobile:		Work:	
		Email:			
Applicant's place of work (Name of city / town / market / street / building where you are currently employed/self-employed)					
2. Applicant's Work-Related Experience					
Occupation / Trade	Name/type of employment (employed, self)	Role	Description of daily tasks at the workplace	Period	
				From (dd/mm/yyyy)	To Dd/mm/yyyy)

Occupation / Skill Area & KNQF Level applied for	Occupation / Skill Area	KNQF Level applied for
3. Documented Evidence		
3 a) Official Documents		
i. Affix a recent passport size photo in the box at the right-hand top corner of this form ii. Provide certified copies of your identification document (ID/Passport/ or any approved form of identification) iii. Non-citizens are required to submit the following: <ul style="list-style-type: none"> ▪ Permanent residency applicants: Passport and Proof of Permanent Residency ▪ Refugee / Asylum seeker: Temporary permit / formal recognition of refugee status in Kenya 		
3 b) Supporting Documents		
Submission of supporting documents as guided by RPL Counsellor (<i>Appendix 1</i>)		

Attach evidence of payment of prescribed assessment fee of **KES. 80,000.00 (Eighty Thousand shillings)**.

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: **Date:**

Section B

Appendix 1: Supporting Documents (as guided by RPL Counsellor)

- *To be filled by the RPL Counsellor in duplicate*
- *A copy to be given to the candidate*

Surname	First Name	Other Names
ID/Passport Number	Phone Number	Email
Evidences to be provided	Evidences submitted	Comments
1.		
2.		
3.		
4.		
5.		
6.		

Name of the RPL Counsellor:

Assessment Center:

Qualification Awarding Institution:

Section C: FOR OFFICIAL USE ONLY

Analysis of Portfolio of Evidence (PoE)

Official Documents					
S/ N	Description	Tick Appropriately		Comments	
1.	Recent passport size photo	Provided	Not provided		
2.	Certified copies of identification document	Provided	Not provided		
Supporting Documents					
SN	Evidence provided	Criteria	Tick Appropriately		Comments
1.		Authenticity	Yes	No	
		Validity	Yes	No	
		Sufficiency	Yes	No	
		Currency	Yes	No	
2.		Authenticity	Yes	No	
		Validity	Yes	No	
		Sufficiency	Yes	No	
		Currency	Yes	No	
3.		Authenticity	Yes	No	
		Validity	Yes	No	
		Sufficiency	Yes	No	
		Currency	Yes	No	

Note to the RPL POE Assessor

- *If the work is not authentic the candidate is discontinued from the process*
- *Accept at least any two Yes's on each criterion*

Recommendation



Applicant Recommended	Recommended to be assessed at occupational level applied for	
	Recommended to be assessed at occupational level lower than applied for	
	Recommended to be assessed at occupational level higher than applied for	
Applicant not Recommended	Applicant to be advised about the short comings and skill gaps, and assisted to address these through mentorship, training and exposure to practical skills	
Application reviewed by:	Name of Officer: Signature:	

Name of the RPL POE Assessor:

Assessment Center:



APPLICATION FOR REGISTRATION AND ACCREDITATION OF ASSESSMENT CENTRES

A. Institution details

Name of the applying Institution:	
Website URL:	
Physical Address (<i>attach a sketch map</i>)	
Postal Address:	
County	
Nearest Town	
Telephone number:	
Name of the Head of the Institution	
Contact details of the Head of the Institution	
Work place telephone number:	
Cell phone:	
Email address:	
Name of RPL Coordinator	
Cell phone of RPL Coordinator	
Email address of RPL Coordinator	

B. Proprietor(s) Particulars:

No.	Name	Nationality	PIN No.

C. Documents Submission & Verification

S/No.	Document	Submitted (tick <i>as appropriate</i>)		Certified (tick <i>as appropriate</i>)	
		Yes	No	Yes	No
1.	Registration or Incorporation Certificate				
2.	PIN/VAT Certificate				
3.	Memorandum & Articles of Association				
4.	Registered Constitution				
5.	Registered lease/Sub-lease or Title Deed				
6.	Appointment letter for the RPL Coordinator				
7.	CV for the RPL Coordinator				
8.	ID card/Passport for the RPL Coordinator				

9.	Academic and professional certificates for the RPL Coordinator				
10.	Evidence of registered RPL Practitioners (<i>attach a list of registered RPL practitioners and their RPL registration number</i>).				
11.	Institution's training and assessment profile (provide evidence as an attachment)				
12.	Internal Quality Assurance (IQA) Policy				
13.	Annual Budget for RPL Activities				
14.	Current strategic plan				
15.	Tools and equipment inventory in the workshop				
16.	Copies of current Health and Safety Certification				
17.	Evidence of Relevant projects done in the Assessment Center				

C. RPL Support services

Give brief write up (Not more than 100 words each) on each of the following services offered to learners

a. Counselling and Facilitation
b. Careers/placement
c. Partnership with the Industry
d. RPL Quality Assurance procedures

D. Provide (as an annexure) a list of Trades level assessed by the institution using the table below

Title	KNQF Level

E. Signed by the Authorizing Officer

I declare that I am authorized to make this application on behalf of _____
(*name of the institution*) and that all the information provided in this application is correct.

Name:	
Title:	
Signature:	
Date of this application:	
Official rubber stamp	

Attach evidence of payment of prescribed non-refundable application fee of **KES. 10,000.00 (Ten Thousand shillings)**. – Refer to the respective QAI prescribed fees



Payment shall be paid to the respective Qualification Awarding Institution (QAI)



SKILL GAP IDENTIFICATION FORM FOR RPL CANDIDATE

Institutions Details

Name QAI:

Name of RPL Assessment Centre:

Code:

Name of RPL Counsellor / Assessor:

Candidate's Details

Name of Candidate: Reg. Number:

Occupation/Skill Area/Trade: KNQF Level:

Date of Assessment:

Level of assessment at which the gap was identified: *(tick as appropriate)*

- a) Applicant's Screening stage
- b) Analysis of portfolio of Evidence & Interviewing stage
- c) Final assessment stage

Identified Gaps & Proposed action

S/No.	Learning Outcomes	Identified skill gaps	Proposed Intervention
1.			
2.			
3.			

Additional Comments/Remarks:.....

Signed:

Name:

Designation:

Signature:

RECOGNITION OF PRIOR LEARNING (RPL) APPEAL FORM

The purpose of this form is to lodge an appeal to the Board should a qualification holder want to challenge the outcome of an RPL Assessment Process. The appeal must be lodged within 30 days upon receipt of the assessment outcome.



The form must be completed and submitted by the applicant together with the necessary documents and payment made to KISEB.

1. Personal Details		
Surname	First name	Other names
Identification number (ID/Passport) or any other identification document		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Do you have any form of disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, specify.....(Indicate your PwD registration No)
Date of Birth dd/mm/yyyy		
Nationality		
Physical Address (<i>place of residence</i>)		
Postal Address		
Contact Details	Mobile:	Work:
	Email:	
Applicant's place of work (<i>Name of City / Town where you are currently posted by your employer or are self- employed</i>)		
2. Details of the Appeal		

Qualification that the appellant applied to be assessed	
Qualification that the appellant was assessed	
Date awarded (if awarded)	
3. The Decision / Outcome Appealed Against (tick appropriately)	
<input type="checkbox"/> Results of analysis of Portfolio of Evidence at application stage were unfair.	<input type="checkbox"/> The final assessment results were unfair
	<input type="checkbox"/> Any other (indicate)
4. Grounds for the Appeal (Indicate why you think that the decision reached was incorrect, unfair or the interpretation of your acquired competence thereof was flawed)	
5. Desired Outcome (Indicate what you think the desired outcome should have been)	
6. Attach relevant evidence to support your Appeal	

Attach evidence of payment of prescribed appeal fee of **KES. 10,000.00 (Ten-Thousand shillings)**.

Declaration

I _____ hereby declare that all the information contained in this form is, to my knowledge, true and correct. I will be prepared to answer further questions in relation to any claims i have made. I consent to details of my appeal being disclosed to necessary third parties.



Name:

Date:

Signature:

FOR OFFICIAL USE ONLY

1. General Information			
Appeal Reference No.		Date received (dd/mm/yyyy)	
Appeal form fully completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Proof of payment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Substantiating documents enclosed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name of receiving officer		Signature of receiving agency	
2. Decision by the Appeals Committee			
Dismiss the appeal <input type="checkbox"/>		Uphold the Appeal <input type="checkbox"/>	
<i>(Inform the applicant)</i>		<i>(Inform the applicant of the next stages)</i>	
Name of Officer	Signature	Date (dd/mm/yyyy)	



**APPLICATION FOR REGISTRATION OF RECOGNITION OF PRIOR
LEARNING (RPL) PRACTITIONERS
Assessor / Coordinator / Counsellor / Experts / Verifier**

INSTRUCTIONS TO APPLICANT

1. Fill this form as required in various sections, and attach copies of the required supporting documents **(All copies must be duly certified by a Commissioner of Oaths. Failure to provide certified copies will render the application invalid).**
2. Provide a recent copy of Certificate of Good Conduct from DCI.
3. Scan the attachments together with the filled application form as one pdf file and submit via email.
4. Submit a passport size photograph in JPEG format together with the PDF file. **Note that only a consolidated application in PDF Format will be processed.**

1. Personal Details				
Full names (as they appear in national ID card / Passport)				
National ID No. / Passport No or any other Identity No. <i>Please attach a certified copy of ID / Passport or any other identification document</i>				
Nationality				
Date of Birth (dd/mm/yyyy)				
Gender (Please tick as appropriate)	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>			
Do you have any disability? (Please tick as appropriate)	<table border="0"> <tr> <td>Yes <input type="checkbox"/></td> <td rowspan="2">If yes, specify the nature of disability.....(attach certified copy of registration certificate from NCPwD, if any).</td> </tr> <tr> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	If yes, specify the nature of disability.....(attach certified copy of registration certificate from NCPwD, if any).	No <input type="checkbox"/>
Yes <input type="checkbox"/>	If yes, specify the nature of disability.....(attach certified copy of registration certificate from NCPwD, if any).			
No <input type="checkbox"/>				

2. Contact Details	
Place of residence <i>(County, Sub County, City / town / market / street / building)</i>	Postal Address & Code
Phone Number:	Email Address:

3. Academic Record (attach certified copies of certificates)			
Period of Training		Name of Institution	Certificate Acquired
From	To		

4. Technical / Vocational / Professional Training Record (attach certified copies of certificates)

Period of Training		Name of Institution	Certificate Acquired
From	To		

5. Employment Record (attach copies of support documents and testimonials)

Period of service		Name of Employer	Specific duties handled
From	To		

6. Examining history in the relevant skill area (attach relevant evidences)

Name of Examining Body	Year	Skill Area	Examination Centre

7. Specific Areas of Expertise

<i>Please indicate the Trade area/qualification(s) and respective unit(s) of competency you wish to be registered as an initiator / assessor / moderator / Guidance officer</i>	
Trade Area (e.g. Food Production)	Unit(s) of Competency for the Course (as stated in the Occupational Standards)

No	Area of Expertise	Tick as Appropriate
1.	Hearing impairment (deaf - able to talk normally)	
2.	Hearing impairment (deaf - using sign	

	language)	
3.	Visual impairment (blind)	
4.	Physical impairment	
5.	Mental impairment	
6.	Others (Specify)	

8. Current Employer Information (where applicable)

Full Name of Employer (please specify whether company or training provider)	
Postal Address	
Physical Location (Name of city/town/market/street/building)	
County / Sub County	
Phone Number	
Email Address	

9. Assessment Period

The Assessments will be conducted at **demanded times, places and durations throughout the year**

Applicants' Availability: Indicate the specific months that you would be available

Declaration

I,declare that the information contained in this application is true and accurate to the best of my knowledge.

Signature: **Date:**

FOR OFFICIAL USE

Section A; General Information

Name of Applicant: ID No:

Date of Birth: Gender:

Skill Area:

Contact Address: Postal Code: Town:

Mobile No: Email:



Current Employer:

Work Station: Address:

County where employed: County of Residence:

Section B: Evaluation Criteria

	Academic, Technical and Professional Qualifications					Total Score	Additional factors to consider (Tick appropriately)
	A	B	C	D	E		
Qualification	K. A.C.E/ K.C.E / K.J.S .E/ K.C.S .E or Equivalent	Relevant Degree/ H.Diploma / GTT-I / Diploma/ Tech II1 / GTT-II / Tech 11 / Craft	Participation as an assessor for any skill Testing Exercise in an institution or workplace Score: 5 mark for Minimum 3yrs, 2 marks for each additional year upto 5 years)	Training / Skills development Experience Score: 3 marks Each (Max. 3yrs)	Relevant Work Experience Score: Less than 3 yrs = 10 3 – 5yrs = 25 mks 6-8yrs=30 mks 9-11yrs=35 mks 12 yrs and above =40mks)	Maximum	Recent Certificate of Good Conduct (If yes, indicate date of issue)
Max Marks	6	30	15	9	40		100
Score							
Scores to be customized by QAIs as appropriate							

No	Area of Expertise	Tick as Appropriate
1.	Hearing impairment (deaf - able to talk normally)	
2.	Hearing impairment (deaf - using sign language)	
3.	Visual impairment (blind)	
4.	Physical impairment	
5.	Mental impairment	
6.	Others (Specify)	

Section D: Evaluation Score Sheet

SCORE	Activity Qualified to perform	Please Tick as Appropriate
60 - 74	Counsellor / Expert	
75 - 84	Coordinator / Counsellor / Expert	
85 - 100	Assessor / Verifier / Coordinator / Counsellor	

Recommendation (Tick as appropriate)	
Recommended	
Not Recommended	

Reviewed by:

Name:

Designation:

Signature:

Date:

If **Not Recommended**, state reasons.

.....



GUIDE FOR RPL PORTFOLIO OF EVIDENCE INTERVIEWS

1. Personal Details

Name..... Gender.....
 P.O Box Code..... Tel.....
 Email.....
 DoB..... County..... Work
 Assessor Reg. No.....
 Centre Code.....

S/N	Broad Areas to be Covered during Interviews	Assessors Comments
1.	Questions on personal details of the candidate	
2.	Education and training history	
3.	An Overview of Work experience including duties and responsibilities	
4.	Current work Station	
5.	An Overview of current duties and responsibilities/work every day	
6.	A description of how the candidate made samples of work he or she presented	
7.	Other certifications and awards won	
8.	Hobbies and voluntary work	
9.	Can we contact your employer/referees	
10.	How do you deal with conflict in your workplace?	
11.	Channels of vertical / horizontal communication in your workplace	
12.	Expected Benefits of certification	

Procedure for Conducting RPL Assessment

KNQF Level	Counseling and Facilitation	Application and Assessment of Portfolio of Evidence/ Diagnostic Assessment	Assessment Preparation	Assessment	Assessment Outcomes
6	Is done by one RPL Counsellor appointed by KISEB	Application is done by the candidate guided by one RPL Counsellor appointed by KISEB	Assessment plan is conducted by the RPL Assessor	<p>Conducted by a panel of four assessors composed of:</p> <ul style="list-style-type: none"> • One Trainer • Two Industry Experts • RPL expert <p>The number and place of assessment will depend on the number and complexity of learning outcomes. However, all learning outcomes must be covered. The pass mark will be in line with KISEB assessment guidelines</p>	<p>Competent Candidates are awarded certificates</p> <p>Candidates declared not yet competent are referred to a skills gap training</p>
7	Is done by two RPL Counsellor appointed by KISEB	Application is done by the candidate guided by two RPL Counsellor appointed by KISEB	Assessment plan is conducted by the RPL Assessor	<p>Conducted by a panel of five assessors composed of:</p> <ul style="list-style-type: none"> • Two Trainers • Two Industry Experts • RPL expert 	<p>Competent Candidates are awarded certificates</p> <p>Candidates declared not yet competent are referred to a skills gap training</p>

				<p>One trainer should from another Institution</p> <p>The number and place of assessment will depend on the number and complexity of learning outcomes.</p> <p>However, all learning outcomes must be covered.</p> <p>The pass mark will be in line with KISEB assessment guidelines</p>	
--	--	--	--	--	--

RPL ASSESSMENT GUIDE

KNQF Level	Level Descriptors	Portfolio of Evidence	Minimum Requirements
6	<p>Purpose The level qualifies a graduate to apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.</p> <p>Knowledge A graduate at this level should have technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning.</p> <p>Skills</p> <ul style="list-style-type: none"> • cognitive and communication skills to identify, analyze, synthesize and act on information from a range of sources; • cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements; • specialist technical and creative skills to express ideas and perspectives; and • communication skills to transfer knowledge and specialized skills to others and demonstrate understanding of knowledge. <p>Competence A graduate at this level should demonstrate the application of knowledge and skills —</p> <ul style="list-style-type: none"> • to transfer and apply theoretical concepts, technical or creative skills in a range of situations; 	<ul style="list-style-type: none"> • Samples of work/photos/video/audio files • The materials or tools with which the candidate works • Referees • Roster and time sheet • Log books and other records of performance • Budgets of work done • Workplace training records • Curriculum Vitae or Resume • Appointment letters • Visual presentation or written speeches • Letters or memos from the workplaces • Letters from referees/clients showing your competencies • Past competency-based assessments 	<p>Compulsory</p> <ul style="list-style-type: none"> • Curriculum Vitae or Resume • Letter from referees /clients showing your Competencies <p>Accept any Five</p>

	<ul style="list-style-type: none"> • for personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality; and • for initiative and judgment to organize the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well-defined parameter. 		
7	<p>Purpose The level qualifies a graduate to apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning.</p> <p>Knowledge A graduate at this level should have coherent and advanced knowledge of the underlying principles and concepts in one or more disciplines and knowledge of research principles and methods.</p> <p>Skills A graduate at this level should have —</p> <ul style="list-style-type: none"> • cognitive skills to review, analyze, consolidate and synthesize knowledge to identify and provide solutions to complex problems with intellectual independence; • cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas; 	<ul style="list-style-type: none"> • Samples of work/photos/video/audio files • The materials or tools with which the candidate works • Referees • Roster and time sheet • Log books and other records of performance • Budgets of work done • Workplace training records • Curriculum Vitae or Resume • Appointment Letters • Visual Presentation or Written speeches • Letters or Memos from the workplaces • Letters from referees/Clients showing your competencies • Published works such as operational manuals , magazine and newspaper articles • Industry Awards • Evidence of committee work • Past competency-based assessments/certificates 	<p>Compulsory</p> <ul style="list-style-type: none"> • Samples of work • Curriculum Vitae or Resume • Letter from Referees /clients showing your competencies <p>Accept any Five</p>

	<ul style="list-style-type: none"> • cognitive skills to exercise critical thinking and judgment in developing new understanding; • technical skills to design and use research in a project; and • communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences. <p>Competence A graduate at this level should demonstrate the application of knowledge and skills —</p> <ul style="list-style-type: none"> • for initiative and judgment in professional practice and/or scholarship; • to adapt knowledge and skills in diverse contexts; • for responsibility and accountability for own learning and practice and in collaboration with others within broad parameters; • to plan and execute project work or a piece of research and scholarship with some independence. 		
--	--	--	--

RPL ASSESSMENT MATRIX

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
1.	Procurement of Goods, Services and Works <ul style="list-style-type: none"> • Procurement planning • Specifications • Sourcing and Supplier Appraisal • Procurement methods • Bidding Documents • Bid evaluation • Negotiation • Award of Contracts • De-briefing • Contract administration • Inspection, receipt & acceptance of goods, services and works • Storage & Issuance • <i>Legal framework</i> • <i>Principles of public procurement</i> • <i>Organisation of public procurement</i> • <i>Disposal of Assets</i> • <i>Administrative review of the procurement and disposal process</i> • <i>Preference and reservation</i> 	<ul style="list-style-type: none"> • Understands the award criteria and demonstrate the correct application of these to deliver value for money. • Work with predetermined specifications developed by users /relevant technical persons. • Advise on basic specifications to ensure clear and objective statements. • Support preparations for tender documents. Prepares timely and accurate invitations to tender. • Coordinate the evaluation of quotation received from potential suppliers and deal with any queries or concerns on completed documentation. • Identify and engage capable suppliers / contractors for standardized requirements. • Prepare list of suppliers. • Prepare reports and correspondence and seeks guidance where necessary. 								

	<p>schemes</p> <ul style="list-style-type: none"> • <i>Sustainable procurement</i> 	<ul style="list-style-type: none"> • Communicates effectively with stakeholders • Provide advisory opinion on legislative frameworks and assesses the impact upon the procurement and supply chain management 								
--	---	---	--	--	--	--	--	--	--	--

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
			1	2	3	4	5			
S/N	Unit of Competency	Summary of Specific Learning Outcomes								
2.	Managing Projects and Contracts <ul style="list-style-type: none"> • Formulating and initiating projects • Appraising project investments • Planning and scheduling projects • Managing costs in projects • Managing Relationships in projects • Managing risks in projects • Planning and procuring for a project • Contract negotiations • Contract formation • Contract administration • Termination of contracts • Contract monitoring and evaluation • Project Closure 	<ul style="list-style-type: none"> • Manage procurement contracts effectively at each stage of project life cycle. • Evaluate viability of projects. • Effectively work with project stakeholders. Participate in project planning and scheduling. • Control project resources and stay within budget. • Manage quality in project management. • Assess the main legal issues that relate to the formation of legal relationships in supply chain. • Assess the legal implication of contractual non-performance and termination of contracts in procurement and supply. • Monitor, evaluate and terminate projects professionally 								

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
3.	Supply Chain Audit and Risk Management <ul style="list-style-type: none"> • Legal framework • Supply chain audit process, evidence and report • Performance audit • Assurance services and report • Identifying, assessing and mitigating risks in supply chain • Managing stakeholders in audit and risk management • Developing risk registers • Sustainability audits • Business continuity planning 	<ul style="list-style-type: none"> • Comply with the legal and professional framework in supply chain audit and risk management • Conduct supply chain audit and prepare audit reports • Conduct performance audit and risk management review • Perform an audit in a computerized environment • Apply segmentation tools and risk assessment techniques in supply chain audit and risk management • Manage risk register and apply risk management strategies in supply chain management in an organisation • Recognize stakeholders in supply chain audit and risk management • Apply best practices in supply chain audit and risk management. • comply to legal issues in supply chain audit and risk management 								

S.N	Qualification: Certified Procurement and Supply Professional of Kenya		Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
4.	Managing Categories <ul style="list-style-type: none"> • Determining procurement categories • Analysing category data • Preparing sourcing plans • Analysing stakeholders • Analysing supply market factors • Determining the routes to the supply market/ methods of sourcing • Managing contracts and suppliers • Managing supplier performance • Managing exit arrangements 	<ul style="list-style-type: none"> • Develop effective category plans • Lead stakeholders to understand the dynamics of supply chain and recommend appropriate category strategies • Engage stakeholders in the implementation of appropriate category management strategies • Improve performance for strategic sourcing or category management processes. 								

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
5.	Logistics <ul style="list-style-type: none"> • Logistics in the local and global context • Creating competitive advantage through logistics • Customer service through logistics • Identifying, analysing global logistics challenges • Analysing distribution, warehousing, transport, packaging decisions • Import & export practices • Understanding international institutions impact on logistics • Contracting and insurance in global logistics • Using logistics management information system • Identifying, assessing and mitigating risks in logistics • Measuring logistics 									

	performance									
--	-------------	--	--	--	--	--	--	--	--	--

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
			1	2	3	4	5			
S/N	Unit of Competency	Summary of Specific Learning Outcomes								
6.	Supply Chain Management Tools and Systems <ul style="list-style-type: none"> Identify types of supply chain management information system Developing e-procurement strategy developing KPIs for e-procurement Selection of e-procurement systems Enablers of e-procurement E-procurement modules E-procurement process Process controls and security Identifying and mitigating e-procurement security breaches 	<ul style="list-style-type: none"> Provide guidelines on technical requirements and business processes. Advise staff, suppliers and other stakeholders on the standards, storage and sharing of data affecting supply chain Evaluate improvements that can be made to data integrity for procurement and supply chain management Use integration tools in systems technology to improve supply chain management. Assess opportunities for making big data analytics to make improved supply chain planning forecasting and control Evaluate opportunities for the development of systems. 								

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
			1	2	3	4	5			
S/N	Unit of Competency	Summary of Specific Learning Outcomes								
7.	Strategic Supply Chain Management <ul style="list-style-type: none"> Analysing supply market Formulating supply chain strategy Strategic sourcing Managing strategic suppliers Creating value and competitive advantage Determining effective supply chain integration Analysing total cost of ownership Identifying and mitigating risks in SC Measuring supply chain performance 	<ul style="list-style-type: none"> Analyze the environmental and institutional factors affecting supply chain management. Formulate organisational and supply chain management strategies. Manage quality in supply chains. Manage risks in supply chain management. Manage suppliers to improve supplier performance. Apply appropriate sourcing and supplier selection strategies. Manage flow of materials effectively and efficiently. Manage supply chain performance. Apply price and cost analysis techniques in strategic supply chain management. Apply best practices in supply chain management to achieve competitive advantage 								

S.N	Qualification: Certified Procurement and Supply Professional of Kenya		Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
	S/N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4			
8.	Supply Chain Operations <ul style="list-style-type: none"> • Strategic planning for production and operations • Balancing supply and demand/demand forecasting • Using decision support systems • Conducting value analysis • Identifying sources of new products • Determining location of facilities • Planning resources for Production • Managing quality • Preparing a plant and equipment schedule • Benchmarking supply chain 	<ul style="list-style-type: none"> • Apply operational planning and control techniques in supply chain management. • Apply decision making techniques in operations management. • Apply resource planning skills in production management. • Apply quality management principles in operations management. • Analyze the sources of ideas and materials for product and services design. • Facilitate efficient maintenance of plant and equipment. • Develop appropriate operations strategies. • Respond to emerging issues and trends in operations management. 								

	operations									
--	------------	--	--	--	--	--	--	--	--	--

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment	List Supporting Evidence					Practical Tasks	Interview
			1	2	3	4	5		
S/N	Unit of Competency	Summary of Specific Learning Outcomes							
9.	Warehousing, Inventory and Asset Management <ul style="list-style-type: none"> Organizing and managing the warehouse Warehousing and storage of stock Stock Identification, Classification and Coding Receipt and Inspection of Stocks; Receiving and Issuing requests Handling materials Stock Provisioning and replenishment Data Processing and Stock Records management Distribution Planning Asset management decision making Asset identification and register Asset rationalization and disposal Legislative framework in asset management 	<ul style="list-style-type: none"> Control the movement and storage of materials within a warehouse. Ensure a total systems approach to designing and managing the entire flow of information, materials, and services — from raw materials, suppliers, through factories and warehouses, and finally to the customer. Monitor the movement of products through a warehouse. Design stores and warehouses to ensure effectiveness and efficiency of the locations of inventories, inventory flow and space utilisation. Applies use of appropriate materials handling equipment, unit loads, packing and packaging and other automation in warehousing. Ensure use of demand data to make stock control efficient. Ensures optimal utilisation of assets. Creates and specifies the policies, objectives and direction to achieve 							

		<p>the outcomes of the life cycle management of physical assets.</p> <ul style="list-style-type: none"> • Provide direction on requirements for highly efficient and effective inventory management, establishing and embedding economics of inventory management to ensure proper control and accounting of stores and stocks. • Align JIT and other deliverable strategy requirements to meet supply and demand requirements. • Ensure periodic and annual stock-taking is carried out. • Computes key warehouse performance metrics such as turn-over ratios, cost-benefit ratios and labour productivity ratios. • Computes and applies various costing and valuation methods. • Implements new warehousing technology. Employs basic principles of sustainability including energy cost cutting. • Ensures occupational and safety measures in the work place. 								
S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment	List Supporting Evidence	Practical Tasks	Interview					

S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
10.	Leadership <ul style="list-style-type: none"> • Delegation and empowerment • Succession planning, coaching and mentorship • Equity, inclusion and diversity • Business ethics • Conflict resolution • Performance management • Emotional intelligence • Managing stakeholders • Negotiations • Managing change • Power and authority in supply chain management • Professionalism • Sustainability 	<ul style="list-style-type: none"> • Initiate and articulate a clear, achievable and compelling vision and mission which set out the direction and plans of procurement and supply chain management. • Steers the procurement and supply chain function. • Develop and implement relevant policy, procedures and good governance practices for effective procurement and supply chain management • Communicate and understand policy, legislative and regulatory requirements in supply chain. • Propose effective and innovative solutions to resolve issues. • Promote supply chain management function best practices to the stakeholders. • Identify changes that transform supply chain management function. • Apply appropriate leadership styles for effective procurement and supply chain management • Delegate effectively to staff and promotes understanding of strategies, plans and processes 								

		<p>while remaining accountable for the entire process and outcomes.</p> <ul style="list-style-type: none"> • Develop knowledge and skills of self, colleagues and other stakeholders in procurement and supply chain management. Manage trade off and conflict amongst stakeholders in sourcing activities and complex contracts and advises on commercial priorities. • Inspire and motivate staff and other stakeholders to achieve effective procurement and supply chain management. 								
--	--	--	--	--	--	--	--	--	--	--

S.N	Qualification: Certified Procurement and Supply Professional of Kenya	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
11.	Business Skills <ul style="list-style-type: none"> • Market analysis • Financial statements • Developing accounting and financial controls • Budgeting • Human resource laws, regulations • Organisation dynamics and culture • Developing and implementing Business plans • Business ethics • Customer relationship • Managing stakeholders • Data analysis • Negotiations • Communication 	<ul style="list-style-type: none"> • Identify and proactively manage factors that affects the organisation, quality, price, availability and overall demand. • Optimal allocation and utilization of resources. • Select the most appropriate investment option that will give the highest returns • Deliver a transparent stakeholders' relationship with stakeholders • Develop tools to measure performance in supply chain function • Provide timely and relevant information to customers and other stakeholders. • Use appropriate negotiation strategies and styles with clear parameters to achieve strategic aims • Presents clearly and confidently to a range of audiences at all levels across the organisation 								

		<ul style="list-style-type: none">• Support personal and professional development to enhance performance and career growth											
--	--	--	--	--	--	--	--	--	--	--	--	--	--

RPL ASSESSMENT MATRIX

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6		Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
1.	Procurement of Goods, Services and Works <ul style="list-style-type: none"> • Procurement planning • Specifications • Sourcing and Supplier Appraisal • Procurement methods • Bidding Documents • Bid evaluation • Negotiation • Award of Contracts • De-briefing • Contract administration • Inspection, receipt & acceptance of goods, services and works • Storage & Issuance • <i>Legal framework</i> • <i>Principles of public procurement</i> • <i>Organisation of public procurement</i> • <i>Disposal of Assets</i> • <i>Administrative review of the procurement and disposal process</i> • <i>Preference and reservation</i> 	<ul style="list-style-type: none"> • Contribute, under guidance, to the assessment of low value procurement. • Understand the award criteria and demonstrate the correct application of these to deliver value for money. • Works with predetermined specifications developed by users /relevant technical persons. • Advise on basic specifications to ensure clear and objective statements. • Support, under guidance, some of the preparations for tender documents. • Prepare timely and accurate invitations to tender. • Demonstrate awareness of the sourcing process that will ensure that value for money outcomes is achieved. 								

	<p>schemes</p> <ul style="list-style-type: none"> • <i>Sustainable procurement</i> 	<ul style="list-style-type: none"> • Coordinate the evaluation of quotation received from potential suppliers and deal with any queries or concerns on completed documentation. • Identify and engage capable suppliers / contractors for standardized requirements. • Prepare list of suppliers. • Prepare reports and correspondence • Communicate effectively with stakeholders. 								
--	---	--	--	--	--	--	--	--	--	--

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
2.	Managing Projects and Contracts <ul style="list-style-type: none"> • Formulating and initiating projects • Appraising project investments • Planning and scheduling projects • Managing costs in projects • Managing Relationships in projects • Managing risks in projects • Planning and procuring for a project • Contract negotiations • Contract formation • Contract administration • Termination of contracts • Contract monitoring and evaluation • Project Closure 	<ul style="list-style-type: none"> • Demonstrate awareness of the requirement for planning. • Demonstrate an understanding of Project life cycle. • Recognise project timelines, dependencies and milestones. • Demonstrate an understanding of the link between procurement management and project management • Understand the legal issues that relate to the formation of contracts • Understand the fundamentals of specifications and key performance indicators that are included in contractual arrangements made with suppliers • Understand the key clauses that are included in formal contracts • Understand key approaches in the negotiation of commercial agreements with external organisations 								

		<ul style="list-style-type: none"> • Know how to prepare for negotiations with external organisations • Understand how commercial negotiations should be undertaken • Understand the legal and process issues relating to the formation of contracts • Understand the impacts of breach of contract and coping strategies and provisions that are available • and the legal implications of contractual non-conformance in procurement and supply • Understand and apply tools and techniques that can be used to measure and develop contract performance in procurement and supply 								
--	--	--	--	--	--	--	--	--	--	--

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
3.	Supply Chain Risk Management <ul style="list-style-type: none"> • Identifying, assessing and mitigating risks in supply chain • Collating statistical evidence of risks • Completing risk assessments and risk registers • Engaging stakeholders in the development of risk assessment and registers risk registers • Preparing a contingency plan • Preparing a business continuity plan and disaster recovery plan • Use of insurances for protection against risks in supply chains • the use of outsourced third parties in risk management in supply chains 	<ul style="list-style-type: none"> • Recognize stakeholders in supply chain audit and risk management • Apply best practices in supply chain audit and risk management. • comply to legal issues in supply chain audit and risk management • Understand the nature of risk affecting supply chains • Understand processes in managing risk in supply chains • Understand risk mitigation strategies in supply chains 								

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment	List Supporting Evidence	Practical Tasks	Interview
S/N	Unit of Competency	Summary of Specific Learning Outcomes			
4	Managing Categories <ul style="list-style-type: none"> • Determining procurement categories • Analysing category data • Preparing sourcing plans • Analysing stakeholders • Analysing supply market factors • Determining the routes to the supply market/ methods of sourcing • Managing contracts and suppliers • Managing supplier performance • Managing exit arrangements 	<ul style="list-style-type: none"> • Engage stakeholders in the implementation of appropriate category management strategies • Understand approaches that can be used to develop category management strategies • Understand the concepts, tools and techniques associated with managing expenditure • Understand the strategic impact of a category management process 			

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
5.	Logistics <ul style="list-style-type: none"> • Logistics in the local and global context • Creating competitive advantage through logistics • Customer service through logistics • Identifying, analysing global logistics challenges • Analysing distribution, warehousing, transport, packaging decisions • Import & export practices • Understanding international institutions impact on logistics • Contracting and insurance in global logistics • Using logistics management information system • Identifying, assessing and mitigating risks in logistics • Measuring logistics performance 	<ul style="list-style-type: none"> • Schedule distribution of supplies, collate and analyse data from point-of-use systems and make recommendations on potential improvements to senior managers. • Move material, usually one organization’s finished goods or service parts, from the manufacturer or distributor downstream to the customer. . • Transfer goods and services from the raw materials suppliers and producers to the end users or consumers. . • Divide truckloads of homogeneous items into smaller, more appropriate quantities for use by breakbulk handling. • Consolidate several items into larger units for fewer handlings; for example, placing items in boxes loaded and wrapped as a pallet by unitization packaging. • Apply logistics with the movement of personnel, and the design and 								



		development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of material									
--	--	---	--	--	--	--	--	--	--	--	--

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
6.	Supply Chain Management Tools and Systems <ul style="list-style-type: none"> • Identify types of supply chain management information system • Developing e-procurement strategy • developing KPIs for e-procurement • Selection of e-procurement systems • Enablers of e-procurement • E-procurement modules • E-procurement process • Process controls and security • Identifying and mitigating e-procurement security breaches 	<ul style="list-style-type: none"> • Demonstrate understanding of e-procurement strategy and uses ICT to support effective SCM. • Operate and promote the use of e-procurement systems. • Provide guidance on the use of e-procurement to stakeholders. • Operate and promote the use of systems for inventory control and management. • Evaluate the capabilities of ERP/MRP and other supply chain systems and make recommendations on their development and implementation. • Examine the standards of and potential improvements that can be made to data integrity in the use of SCM database systems. • Explore improvements that can be made to integrate both internal and external systems across supply chains of systems. 								

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
7.	Strategic Supply Chain Management <ul style="list-style-type: none"> • Analysing supply market • Formulating supply chain strategy • Strategic sourcing • Managing strategic suppliers • Creating value and competitive advantage • Determining effective supply chain integration • Analysing total cost of ownership • Identifying and mitigating risks in SC • Measuring supply chain performance 	<ul style="list-style-type: none"> • Analyse the environmental and institutional factors affecting supply chain management. • Understand measures required to achieve competitive advantage in supply chains • Apply best practices in supply chain management to achieve competitive advantage • Understand and apply the concept of strategic sourcing • Understand the dynamics of supply chains • Understand improvement methodologies that can be used in supply chains 								

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6		Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
8	Supply Chain Operations <ul style="list-style-type: none"> • Strategic planning for production and operations • Balancing supply and demand/demand forecasting • Using decision support systems • Conducting value analysis • Identifying sources of new products • Determining location of facilities • Planning resources for Production • Managing quality • Preparing a plant and equipment schedule • Benchmarking supply chain operations 	<ul style="list-style-type: none"> • Understand the concept and scope of supply chain operations • Understand improvement methodologies that can be applied in supply chain operations • Apply quality management principles in operations management. • Facilitate efficient maintenance of plant and equipment. • Develop appropriate operations strategies. • Respond to emerging issues and trends in operations management. 								

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
9	Warehousing, Inventory and Asset Management <ul style="list-style-type: none"> • Organizing and managing the warehouse • Warehousing and storage of stock • Stock Identification, Classification and Coding • Receipt and Inspection of Stocks; Receiving and Issuing requests • Handling materials • Stock Provisioning and replenishment • Data Processing and Stock Records management • Distribution Planning • Asset management decision making • Asset identification and register • Asset rationalization and disposal • Legislative framework in asset management 	<ul style="list-style-type: none"> • Understand methods for the storage and movement of inventory • Understand the key elements of effective inventory control • Analyse the contributing factors when establishing total cost of ownership • Demonstrate a clear understanding of goods turnover, ordering, receipting, safe handling and stock record keeping. • Identify the strengths and weaknesses associated with the main modes of freight transportation. • Demonstrate an understanding of the design of stores and warehousing for effective inventory management. • Monitor levels of inventories and take actions to mitigate over supply to minimise the risk of stock outs. • Maintain and update assets registers and monitor assets movement. 								

		<ul style="list-style-type: none"> • Demonstrate knowledge of the attributes of the life cycle management of physical assets. • Demonstrate knowledge of the attributes or meaning of the philosophies of acquisition cost and ownership costs of a physical asset over its life cycle 								
S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6		Self-Assessment					List Supporting Evidence	Practical Tasks	Interview
S/N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
10.	Leadership <ul style="list-style-type: none"> • Delegation and empowerment • Succession planning, coaching and mentorship • Equity, inclusion and diversity • Business ethics • Conflict resolution • Performance management • Emotional intelligence • Managing stakeholders 	<ul style="list-style-type: none"> • Understand, analyse and apply management and organisational approaches. • Communicate and understand policy, legislative and regulatory requirements in supply chain. • Identify changes that transform supply chain management function. 								

	<ul style="list-style-type: none"> • Negotiations • Managing change • Power and authority in supply chain management • Professionalism • Sustainability 	<ul style="list-style-type: none"> • Understand and apply approaches to managing individuals involved in the procurement and supply function • Delegate effectively to staff and promotes understanding of strategies, plans and processes while remaining accountable for the entire process and outcomes. • Develop knowledge and skills of self, colleagues and other stakeholders in procurement and supply chain management. Manage trade off and conflict amongst stakeholders in sourcing activities and complex contracts and advises on commercial priorities. • Inspire and motivate staff and other stakeholders to achieve effective procurement and supply chain management. • Understand the impact of ethics and sustainability in supply chains • Understand the importance of compliance with standards to achieve ethical and sustainable supply chains • Understand initiatives and standards to improve ethical and sustainable practices in procurement and supply 											
--	--	--	--	--	--	--	--	--	--	--	--	--	--

S.N	Qualification: Associate in Procurement and Supply of Kenya (APS-K) KNQA Level 6	Self-Assessment					List Supporting Evidence	Practical Tasks	Interview	
S/ N	Unit of Competency	Summary of Specific Learning Outcomes	1	2	3	4	5			
11	Business Skills <ul style="list-style-type: none"> • Market analysis • Financial statements • Developing accounting and financial controls • Budgeting • Human resource laws, regulations • Organisation dynamics and culture • Developing and implementing Business plans • Business ethics • Customer relationship • Managing stakeholders • Data analysis • Negotiations • Communication 	<ul style="list-style-type: none"> • Identify and proactively manage factors that affects the organisation, quality, price, availability and overall demand. • Understand and apply approaches to managing work groups or teams involved in the procurement and supply function Select the most appropriate investment option that will give the highest returns • Presents clearly and confidently to a range of audiences at all levels across the organisation • Understand and apply planning approaches for aspects of human resource management for the procurement and supply function • Support personal and professional development to enhance performance and career growth • Understand and apply financial techniques that affect supply chains 								

		<ul style="list-style-type: none">Analyse and apply financial and performance measures that can affect the supply chain										
--	--	---	--	--	--	--	--	--	--	--	--	--