

# **Recognition of Prior Learning (RPL) Pilot Programme (2012 – 2014)**

## **Close-Out Report**

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NAMIBIA TRAINING AUTHORITY

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## **Executive Summary**

### **The Scope of the RPL Pilot Programme**

1. The pilot phase of the Recognition of Prior Learning (RPL) Programme for Vocational Education and Training (VET) is an initiative aimed at piloting RPL in the occupational areas of Hospitality, Tourism and Construction by following the CBET approach. The pilot phase comprises of a preparation, execution, review and preparation for national implementation phase.

### **Objectives of the RPL Pilot Programme**

2. The main objective of the Pilot Project was to gain insights and experiences which will be useful when RPL is implemented nationally, especially with regard to the development of assessment methods and tools which will be required during the national implementation of RPL.

### **Achievements of the RPL Pilot Programme**

#### **RPL Pilot Preparatory Activities**

3. Acting on an expressed need for RPL, the NTA developed an RPL Policy and an implementation strategy for use during the RPL Pilot.
4. MCA-Namibia funded the RPL Pilot to the amount of N\$ 2,031,700. GIZ funded the Road construction component of the RPL Pilot.
5. The NTA Board approved the establishment of an RPL Programme Management Unit comprising of a Programme Manager, two RPL Officers and an Office Administrator.
6. The Unit developed Portfolios of Evidence and Guidelines for Assessors and Mentors for use during the Pilot.
7. To build a pool of mentors and assessors for RPL, 40 assessors were trained in 2013 in RPL Practices and how to facilitate the preparation and presentation of evidence for assessment.
8. To determine the best way to select a representative group of RPL participants, the NTA engaged a wide range of stakeholders including the SACC, ISCs, the NQA and hospitality and tour guide associations.

## **RPL Pilot Implementation**

### **Selection of Candidates**

9. 105 applications were received and 77 guides were selected for the RPL Pilot. 15 hospitality establishments submitted close to 80 applicants. 77 hospitality participants were selected to participate in the pilot. The Roads Technical Training Unit selected 50 candidates to participate in the RPL pilot in Blading, Heavy Machine Operations and Bitumen Road Maintenance.

### **Induction of Candidates**

10. Altogether 8 RPL Induction workshops were held at venues across the country during February to March 2013. RPL candidates were inducted in the RPL process and how to gather evidence and complete the Portfolios of Evidence.

### **11. Mentoring of Candidates**

Mentors provided guidance to RPL participants on how to complete their Portfolios of Evidence in preparation for their assessments. 68 (88%) of the tour guides submitted their Portfolios of Evidence for assessment, whilst 63 (82%) portfolios were received from the hospitality candidates.

### **Preparations for Assessment of Candidates**

12. In preparation for the RPL assessment, the NTA increased the sitting allowance of assessors and moderators to N\$1000 per day; audited the hospitality establishments to determine which establishments could serve as assessment venues and reviewed the existing NTA assessment instruments for Tour Guiding, Level 3.

### **Assessment of Candidates**

13. Tour Guides: Of the 68 tour guides who were assessed, 62 (91.2%) were competent.  
Hospitality: 52 Level 2 and 43 Level 3 National Vocational Certificates were issued to the successful hospitality candidates.

Road Construction: 36 candidates were assessed on selected unit standards in blading operations, bitumen maintenance and blading gravel roads.

## **RPL Assessment: Recommendations**

### Train more Assessors and Mentors

14. More assessors need to be trained in RPL Practices and Mentoring. The sitting allowances of assessors and moderators also need to be market related to enable the NTA to recruit experienced individuals from industry.

### Increase the time allocation to the Competency Conversation

15. The Assessment and Certification Division of the NTA should explore the possibility to increase the time allocated to Competency Conversations, depending on the level candidates are assessed.

### Improve the consistency of marking

16. In future, assessors and moderators need to meet prior to the assessments to establish common ground on all aspects of the assessment to have greater consistency in the application of assessment.

### Combine the induction and mentoring activities

17. Induction and monitoring of RPL of RPL candidates could be more time and cost effective if these activities are combined.

## **Moderation and Verification of Assessment Results**

18. To ensure that the assessment, moderation and verification of assessment results were of the required standard, only qualified and experienced assessors, moderators and verifiers were used during the assessment process.

## **Certification of Candidates**

19. 120 tour guides and hospitality graduates received the *National Vocational Certificate in Hospitality and Tour Guiding*, Levels 2 and 3 at an award ceremony held at the NTA on 6 June 2014.

## **Top-up (Gap) Training Arrangements**

20. The National Academy for Tourism and Hospitality (NATH) is training RPL candidates in identified unit standards to enable them to qualify for certification.

## **Review of the RPL Pilot**

21. The NTA reviewed the Portfolios of Evidence, Occupation Specific RPL Application Forms and Guidelines for RPL Assessors and RPL Facilitators/Mentors.
22. The NTA Board approved the revised *Policy for Recognition of Prior Learning (RPL) within the Vocational Education and Training (VET) System* and the accompanying *Guidelines for Implementing RPL*.

## **Plans for Phase-in National Roll-out**

23. The NTA plans for an intake of 380 RPL candidates as part of 2014 phase-in roll-out of RPL. RPL will be extended to Auto mechanics, Bricklaying, Carpentry, Plumbing and Hairdressing.

## **Preparations for 2014 RPL Intake**

24. To build much needed capacity, the NTA is organising training for 75 individuals in assessment, RPL practices and Mentoring. The NTA is also planning to market RPL to prospective RPL VET providers, employers who want to RPL their employees and individual employees.

## **The Way Forward**

25. Following the development of the RPL Policy, the Guidelines to Implement RPL and other support documents, VET Providers should take responsibility for the recruitment, selection, induction, mentoring and assessment of RPL candidates. The NTA should monitor and oversee these activities.
26. To ensure that RPL takes off, and as an incentive to get buy-in from prospective RPL VET providers, the NTA will fund RPL, at least for the immediate future.

## **Concluding Remarks**

The successful completion of the RPL Pilot, which championed the induction, mentoring, assessment and certification of 120 RPL graduates by following the CBET approach, is a milestone for the NTA and for Namibia and provides a solid foundation for the roll-out of RPL nationally.

## Acronyms and Abbreviations

CIED	Councils and Industry Engagement Division
EXCO	Executive Committee
FENATA	Federation of Namibia Tourism Associations
HAN	Hospitality Association of Namibia
ID	Identification
ISC	Industry Skills Committee
MCA-N	Millennium Challenge Account Namibia
MCC	Millennium Challenge Corporation
NATH	National Academy for Tourism and Hospitality
NCSA	Namibia Construction Skills Academy
NQF	National Qualifications Framework
NTA	Namibia Training Authority
NTB	Namibia Tourism Board
PMU	Programme Management Unit
PoE	Portfolio of Evidence
RPL	Recognition of Prior Learning
RTTU	Roads Technical Training Unit
SACC	Standards, Assessment and Certification Council
SAQA	South African Qualifications Authority
SLA	Service Level Agreement
TAN	Tourist Guide Association of Namibia
TWG	Technical Working Group
VET	Vocational Education and Training



## **1. Introduction**

The Recognition of Prior Learning (RPL) Programme for Vocational Education and Training (VET) was an initiative aimed at piloting RPL in the occupational areas of Hospitality, Tourism and Construction by following the CBET approach for VET. The pilot consisted of four phases i.e. the preparation phase (6 months), the execution phase (6 months), the review and consolidation phase and the fourth phase which focussed on preparation for national implementation (6 months). The flowchart, attached as Annex, 1 gives an overview of the main components and activities of the RPL Pilot Programme.

This report serves as the final close-out report of the RPL Pilot Programme. The report covers all four phases mentioned in paragraph 1 above that were completed during the past two years.

## **2. The Rationale for RPL**

Many Namibians have acquired skills outside the formal education and training structures. Yet many of them have no documentation or other means to verify these skills. There is therefore an urgent need to give opportunities to Namibians to have their prior knowledge, acquired through non-formal and informal learning, validated through formal certification. Recognition of Prior Learning can facilitate the certification of those competent individuals who have the necessary skills, but lack a formal qualification.

As can be deduced from the above information, the RPL Pilot focussed mainly on RPL for accreditation and not on access to a learning programme.

## **3. Objectives of the RPL Pilot Programme**

The main objectives of the Pilot Project were to gain insights and experiences which will be useful when RPL is implemented nationally, especially with regard to the development of assessment methods and tools which will be required during the national implementation of RPL and also to find appropriate methods that could be used to evaluate and recognize existing knowledge and skills, particularly acquired at the workplace.

## **4. Achievements of the RPL Pilot Programme**

### **4.1 RPL Pilot Preparatory Activities**

The following activities were completed in preparation for the launch of the RPL Pilot:

#### **4.1.1 RPL Policy Development**

Acting on this need for RPL nationally, and following the go-ahead given by the Ministry of Education, the Namibia Training Authority (NTA) developed an RPL Policy and an implementation strategy for the Vocational Education and Training sector in consultation with stakeholders. The strategy made provision for a pilot prior to the national implementation of RPL. The Policy was approved by the NTA Board for piloting purposes in 2012.

#### **4.1.2 Funding for RPL Pilot**

From the onset, a principle decision was taken by the NTA that the pilot phase of the RPL Programme should be fully funded. This decision was taken to avoid a situation where pilot programme activities had to be scaled down or halted as a result of insufficient funding. As a result, the NTA actively pursued funding opportunities for the RPL Pilot. In view of their considerable financial support to the areas of education and tourism in Namibia and their support to the Namibia Training Fund, the NTA entered into exploratory discussions with the Millennium Challenge Cooperation (MCC) and Millennium Challenge Account Namibia (MCA-N) for possible funding of RPL Programme activities. As a result, the NTA was requested to submit a funding proposal to MCC and MCA-N for their consideration. This resulted in the signing of a Funding Agreement by the 2 parties to the amount of N\$ 2,031,700.00. GIZ funded the Road construction component of the RPL Pilot. RPL Pilot components that were not funded by MCA-Namibia were funded by the NTA.

The MCA funding was used to fund the following RPL Pilot activities:

- Capacity building with particular emphasis on the training of mentors, assessors and moderators;

- Professional services for the coordination of assessment and mentoring services and for office administration;
- Mentoring, assessment, moderation and certification of RPL candidates;
- Technical assistance to draft implementation guidelines for RPL, Portfolios of Evidence and Application Forms;
- Printing and dissemination of a RPL Resource Pack that contains the RPL Policy, Guidelines for implementing RPL, Portfolios of Evidence and Application Forms.

#### **4.1.3 Setting up the RPL Programme Management Unit**

Following internal discussions at the NTA to determine what RPL institutional set-up will best fit the NTA, the NTA Board approved the establishment of an RPL Programme Management Unit early in 2012. The organisational structure of the Unit comprises of a Programme Manager, two RPL Officers and an Office Administrator.

These positions, except the Programme Manager's position, were funded with MCA funds for the duration of the RPL Pilot.

As per agreement, the RPL Programme Manager reported regularly to the Standards, Assessment and Certification Council (SACC) on the progress made with the implementation of the RPL Pilot. The SACC also served as a reference forum to provide guidance on RPL Pilot implementation.

#### **4.1.4 Approval of the RPL Work Plan (2012 – 2014)**

A work plan, which directed the operations of the Pilot for the period 2012-2014, was approved by the SACC in May 2012. The Work Plan contained the main activities to be carried out against set timeframes and served as the roadmap that guided the implementation and timing of RPL activities.

#### **4.1.5 Development of Pilot RPL documents**

In line with the approved RPL Work Plan, the RPL Programme Management Unit developed the following documents for use during the pilot:

- Portfolios of Evidence for the following qualifications:
  - Food Preparation, Levels 2 and 3;
  - Food and Beverage Services, Levels 2 and 3;
  - Front Office Operations Levels 2 and 3;
  - Housekeeping, Levels 2 and 3;
  - Lodge, Camp and Guest House Operations, Levels 2 and 3;
  - Tour Guiding, Level 3; and
- Guidelines for Assessors and Mentors.

These documents were distributed for comments to assessors and other stakeholders. Comments were incorporated where appropriate. The documents were trialled during the RPL Pilot and revised during the review phase of the pilot programme.

#### **4.1.6 Development of RPL promotion materials**

To provide information on the RPL Pilot objectives, the pilot sectors and the pilot outputs, the NTA printed brochures which were distributed to relevant stakeholders.

#### **4.1.7 Training of RPL Mentors and Assessors**

To build a pool of mentors and assessors for RPL, a RPL assessor training workshop was held on 07-12 January 2013 with a repeat workshop on 14-19 January 2013. The training focussed on the following SAQA registered Unit Standards:

- Develop, support and promote RPL Practices (NQF Level 7, 10 Credits);
- Facilitate the preparation and presentation of evidence for assessment (NQF Level 4, 4 Credits).

39 out of 40 participants who attended the training submitted their portfolios. All participants were found competent and were issued with certificates. Participants included assessors from the tour guiding and hospitality sectors, roads construction, technical working groups of the NTA and NTA staff. The list of assessors and mentors trained is attached as Annex 2.

#### 4.1.8 Stakeholder Engagement

To share information on the RPL Pilot Programme, to elicit information needed for the sub-sectors to be piloted and to determine the best way to select a representative group of RPL participants, submissions were made and meetings held with the following stakeholder groups during 2012:

**Table 1: Stakeholders consulted**

Standing committees of the NTA Board	<ul style="list-style-type: none"> <li>• The SACC;</li> <li>• ISCs for Hospitality &amp; Tourism, Mining, Quarrying Construction, Electricity, Gas, Water Supply and Sanitation; Agriculture and Finance &amp; Business Services</li> </ul>
Professional bodies in the Hospitality, Tourism and Construction sectors; Employer bodies	<ul style="list-style-type: none"> <li>• Namibia Employers Federation (NEF);</li> <li>• Namibian Academy for Tourism &amp; Hospitality (NATH);</li> <li>• Namibia Tourism Board (NTB);</li> <li>• Hospitality Association of Namibia (HAN);</li> <li>• Construction Industries Federation of Namibia (CIF);</li> <li>• Roads Technical Training Unit (RTTU) of the Road Authority</li> </ul>
Quality Assurance Bodies	<ul style="list-style-type: none"> <li>• Namibia Qualifications Authority</li> </ul>
NTA divisions	<ul style="list-style-type: none"> <li>• Assessment and Certification;</li> <li>• Product Development</li> </ul>

In addition to the meetings held and submissions made, the following presentations were also made at different forums to inform interest groups of the RPL Pilot Programme and to provide feedback on the progress made in preparing for the implementation of the Pilot:

- A presentation providing the background and an update on the RPL Pilot Programme was made at the *Tour Guide Training, Registration and Licensing Workshop* organised by The Federation of Namibian Tourism Association (FENATA) in Windhoek in April 2012;

- A status update on the RPL Pilot Programme and a call for cooperation was made at a workshop on *Tourism Partnerships – Towards true Ambassadors for Namibia*, organised by Hospitality Association of Namibia (HAN) in Windhoek in April 2012;
- A status update on the RPL Pilot Programme was also made at the *Regional Consultation Workshop on Tour Guide Regulations* organised by HAN in Swakopmund in July 2012.

## **4.2 RPL Pilot Implementation**

### **4.2.1 Selection of Candidates**

#### 4.2.1.1 Tour Guides

In consultation with the Namibian Academy for Tourism and Hospitality and the Namibia Tourism Board the RPL Programme Management Unit explored various options to identify experienced and practicing tour guides to participate in the RPL Pilot Programme. Ultimately it was decided to extend invitations to tour guides through the *Tourist Guide Association of Namibia* (TAN) and the *Federation of Namibia Tourism Associations* (FENATA).

Applicants were requested to complete an application form in which they were requested to provide information with regard to their years of experience as tour guides, their average days of guiding done per year and their tour guide qualifications. The response on the invitation was very positive and 105 applications were received. Applications were received from TAN and FENATA, and also from Namibia Wildlife Resorts and freelance tour guides who have no particular affiliation.

In total 105 applications were received and, based on their tour guiding experience and qualifications, 77 guides were selected for the RPL Pilot.

The guides were selected by a committee comprising of members of the RPL Programme Management Unit, the Industry Skills Committee for Tourism and representatives of the tourism industry, the NTB and the NQA.

All guides had at least 5 years of guiding experience and many of them also had tour guide qualifications. Although it was initially planned to select 50 candidates, their extensive guiding experience and qualifications convinced the NTA to accommodate

more candidates, close to 80 in total. They were individually informed of their selection and also through their associations.

In addition to the reason already mentioned for the selection of tour guides in the RPL Pilot, it is worthwhile to note that the Ministry of Environment and Tourism made an official request to the NTA in 2013 to RPL tour guides to get a recognised qualification that will enable them to register as a tour guide with the Namibia Tourism Board as per NTB regulations.

#### 4.2.1.2 Hospitality Candidates

In consultation with the ISC for Hospitality and Tourism, the RPL Unit extended an invitation through the Hospitality Association of Namibia (HAN) to hospitality establishments to submit names of experienced and competent employees who have a reasonable chance of being successful in the pilot. The invitation contained information that assisted employers in the hospitality sector to identify prospective participants who want to participate in the RPL Pilot Programme. The information sheet provided guidelines on the qualifications and levels on which applicants will be assessed, the criteria for selection and the responsibilities of the RPL applicants and employers. It also explained the benefits for employers who would allow their employees to participate in the Pilot.

Due to an unsatisfactory response, a second invitation was extended to hospitality establishments through HAN to submit the names of RPL applicants. The response was much more positive on the second invitation.

In total sixteen companies submitted close to 80 applicants for the following for assessment in the following occupations: Food Preparation (Chefs and Kitchen Attendants), Food and Beverage Services (Bartenders and Waitrons), Front Office Operations (Receptionists), House Keeping (Room Attendants) and Camp, Lodge and Guest House Operations (a combination of the above). Depending on their expertise, candidates were assessed on either Level 2 or Level 3.

77 Hospitality participants were selected to participate in the pilot. Successful applicants were informed of their selection individually where possible and also through their employers.

#### 4.2.1.3 Road Construction and Maintenance Candidates

Whilst consulting the ISC for Mining, Quarrying Construction, Electricity, Gas, Water Supply and Sanitation on possible pilot sectors, the representative of the Road Technical Training Unit (RTTU) of the Road Authority expressed interest in participating in the RPL Pilot.

After several consultative meetings, consensus was reached on the following matters:

- GIZ will fund the Road Construction component of the RPL Pilot;
- The RTTU will select 50 candidates to participate in the RPL pilot in Blading, Heavy Machine Operations and Bitumen Road Maintenance.
- Unlike the Tour Guides and Hospitality participants who will be assessed on a full qualification, RPL participants in Road Construction will be only be assessed on selected unit standards. Refer to Table 2 below for more details on the Unit Standards that were initially selected by the RTTU for Road Construction and Maintenance.

**Table 2: Unit Standards identified for piloting in Road Construction and Maintenance**

ID	Domain	Title	Level	Credit
712	Core	Comply with Health, Safety and Environmental Rules and Regulations	2	6
722	Blading	Blade gravel roads in road construction and maintenance	3	25
815	Bitumen Road Maintenance	Repair potholes and cracks on bituminous roads surfaces	2	12
816	Bitumen Road Maintenance	Mix slurry by mixer and apply	2	8
832	Machine operations	Carry out road construction and maintenance activities using a dozer	3	25
1015	Machine operations	Start, relocate and shut down a dozer	3	10



#### 4.2.2 Induction of RPL Candidates

Following the selection of RPL candidates, induction workshops, which started in January 2013, continued in February and March. Altogether 8 RPL Induction workshops were held across the country.

RPL candidates were inducted in

- The RPL Process;
- How to gather evidence and complete the Portfolios of Evidence;
- Other aspects of Assessment;
- Timeframes regarding mentoring and assessments to be conducted.

Table 3 below provides detailed information on all the induction workshops conducted:

**Table 3: Induction Workshops Conducted for RPL Candidates**

Date	Town/ Establishment	No of Participants	Occupation	Facilitator
24/01/2013	Windhoek, NTA	86	Tour Guiding; Hospitality	Ms V McKay
29/01/2013	Seaside Hotel, Swakopmund	22	Tour Guiding; Hospitality	Ms Sybil Ferris
12/02/2013	Etotongwe Lodge, Outjo	4	Hospitality; Candidates	Ms Pam Miller
14/02/ 2013	NWR: Waterberg, Okuakuejo, Onkoshi, Dolomite, Halali	9	Hospitality	Ms Pam Miller
15/02/2013	Grootberg Lodge, Palmwag	5	Hospitality	Ms Pam Miller
16/02/2013	Windhoek, NTA	8	Tour Guiding; Hospitality	Ms Sybil Ferris
23/02/2013	Hotel Thule, Windhoek	8	Hospitality	Ms Pam Miller
05/032013	Beach Lodge, Swakopmund	3	Hospitality	Ms Pam Miller

All the induction sessions were well attended and the objectives of the induction as bulleted in 4.2.2 above were achieved.

### **4.2.3 Mentoring of RPL Candidates**

The mentoring of RPL candidates is an important step in RPL assessment to provide the needed guidance to RPL candidates to gather, prepare and present evidence for assessment.

Assessors, who were trained in RPL Practices and Evidence Facilitation in January 2013 and who attended the induction workshops in Windhoek and Swakopmund during the same month, were assigned as mentors to provide guidance to RPL participants on how to complete their Portfolios of Evidence in preparation for their assessments. For the complete list of RPL assessors who were trained, please refer to Annex 2:

The mentoring exercise was guided by the following guidelines laid down by the RPL Programme Management Unit:

- Guidance of RPL candidates should focus primarily on the type of evidence to be gathered against the unit standards of the qualification the candidate has enrolled for;
- A minimum of 2 contact sessions should be conducted: During the first session, which should preferably a group session, mentors should go through the Portfolio of Evidence and explain the evidence to be collected guided by the Unit Standards of the qualification.
- A 2<sup>nd</sup>, individual session, towards the end of the mentoring period, should be held to check the content of portfolios and to make final suggestions to the candidates;
- Each mentor had 5-8 candidates to mentor;
- Accurate recordkeeping was essential and compulsory in order to verify commitment and to facilitate payments;
- The usual NTA sitting allowance rate applied;
- A total of up to 5 days were allocated for all candidates mentored by one mentor;

- Mentors travelling to site visits were remunerated as per the standard NTA S&T rates. Prior approval was required for travelling;
- To make the mentoring exercise more cost effective, the mentoring was done in group sessions where logistically possible;
- NTA facilities were made available for mentoring sessions. To make use of these facilities, prior arrangements with the NTA were required.

#### 4.2.3.1 Mentoring of Tour Guides

53 of the tour guides operate from Windhoek, 16 from Swakopmund and 8 from the rest of the country. The mentoring exercise, which commenced in February, was completed by the end of March. 68 (88%) of the tour guides submitted their Portfolios of Evidence for assessment. Table 2 below provides the names of the mentors, the venues and dates where mentoring was conducted, the number of candidates mentored and the number of portfolios received.

**Table 4: Mentoring of Tour Guides**

No	Mentors	Town	Dates of Mentoring	Candidates Mentored	Portfolios Received
1.	Mr Hans Feddersen	Windhoek	25/02 – 10/03	8	8
2.	Mr Heinz Remmert	Swakopmund	22/02 – 11/03	17	17
3.	Ms Jackie Asheeke	Windhoek & Swakopmund	29/02 – 22/03	10	10
4.	Ms Waldi Fritzsche	Windhoek	10/02 – 20/03	7	6
5.	Ms Hazel Milne	Windhoek	01/03 – 25/03	8	7
6.	Mr Kurt Schlenther	Windhoek Okuakuejo	26/02 – 15/04	17	15
7.	Mr Alfred Schultz	Windhoek	15/02 – 08/03	8	5
<b>Total</b>				<b>77</b>	<b>68</b>

#### 4.2.3.2 Mentoring of Hospitality Candidates

The 77 hospitality candidates, who had to be mentored, were clustered around the following centres: Katima Mulilo, Outjo, Windhoek, Swakopmund, Keetmanshoop and Luderitz. Some of the hospitality establishments have nominated in-house mentors to assist candidates on a day to day basis. About 53 tour guides operate from Windhoek, about 16 from Swakopmund and 8 in the rest of the country.

The mentoring of hospitality candidates commenced in March and was completed in the first week of May. 63 (82%) portfolios were received from the Hospitality candidates. As some of the candidates were not inducted, the mentoring of some of the candidates included an induction into the RPL process, followed by the mentoring of the candidates.

Unlike the mentoring that could be done centrally in Windhoek and Swakopmund, the majority of the mentoring of Hospitality candidates took place at the candidates' workplace. Since the establishments participating in the RPL Pilot Programme are spread across the country from Katima Mulilo in the far north-east to Lüderitz in the far south and Swakopmund in the west, the mentoring was an expensive endeavour which involved a lot of travelling. However, this was the only way to conduct the mentoring as it proved difficult to hospitality establishments to release their staff to attend mentoring sessions.

Annex 3 provides the names of the mentors, the venues and dates where mentoring was conducted, the number of candidates mentored and the number of portfolios submitted:

#### 4.2.4 Assessment of RPL Candidates

Assessment is the most important component of the of RPL process. Assessment involves the gathering of evidence by candidates in order to allow the assessors to make a judgement regarding the competence of candidates.

#### 4.2.4.1 Preparations for Assessment

The following preparations were made ahead of the RPL assessment of hospitality and tour guide candidates:

##### a) Increase in Sitting Allowance of Assessors and Moderators

Following a submission by the RPL Programme Management Unit to EXCO, the sitting allowance of assessors and moderators of RPL candidates was increased to N\$ 1000 per day. This step was taken after it became clear that assessors from industry were not willing to conduct assessment as per the existing rates.

##### b) Auditing of Assessment Venues for Hospitality

A hospitality expert was commissioned to conduct an audit at selected hospitality establishments to determine their capacity to be used as assessment venues for Hospitality, Food Preparation Level 3. The recommendations of this report were needed to make arrangements for the assessment of Hospitality Level 3 candidates at approved assessment venues.

The following Terms of Reference guided the audit visits:

- Develop a list of basic criteria which a hospitality establishment needs to meet in order to be considered as an assessment venue for Food Preparation, Level 3;
- Visit identified hospitality establishments and determine their suitability as assessment venues for Hospitality Levels 2 and 3, with specific focus on Food Preparation, Level 3;
- Estimate the cost of materials and the hiring of equipment for Food Preparation Level 3 if companies are to be approached to serve as assessment venues for Hospitality and if they have to accommodate candidates from other establishments;
- Submit an electronic audit report within 3 working days of the last visit that will - at minimum - contain the following information:

- Establishments visited;
- Criteria used;
- Costs of materials and hiring of equipment (refer to 3 above);
- Findings and recommendations on each establishment.

The main findings of the audit were that Etotongwe Lodge and Khorixas Rest Camp should only assess Food Preparation Levels 1 and 2 candidates only. The candidates to be assessed on Food Preparation Level 3 were moved to Grootberg Lodge and Sossus Dune Lodge. All other candidates were assessed at their establishments as originally scheduled.

c) Review and Development of Assessment Instruments for Tour Guiding Level 3

The existing NTA assessment instruments for Tour Guiding Level 3 were reviewed at an Instrument Design Workshop that was held on 1 – 3 May 2013.

The Assessment Instrument Designers were guided by the following Terms of Reference:

- Review existing assessment instruments for Tour Guiding;
- Develop criteria for the assessment of the Portfolios of Evidence for Hospitality and Tour Guiding. Use the following criteria as a starting point:
  - Validity of provided evidence through cross-referencing;
  - Authenticity of provided evidence through cross-referencing;
  - Sufficiency of evidence provided;
  - Currency of evidence.
- Develop a template for a RPL Portfolio Review Report to be completed by assessors and moderators after assessment of the PoE;
- Develop at least 2 scenarios/questions for each Unit Standard for the Competency Conversation, focussing mainly on the following Higher Level Thinking Skills:
  - Application – Apply what has been learned to new situations;
  - Analysis – “Take apart” information to examine different parts;

- Synthesis – Create or invent something; bring together more than one idea;
- Evaluation – Consider evidence to support conclusions.
- Provide possible responses to the scenarios without being too specific.

The Assessment Instrument Workshop produced the following assessment documents:

- Steps to follow when assessing the Portfolio of Evidence;
- A template for the review of Portfolios of Evidence;
- A report template for Assessment of Portfolios of Evidence; and
- A question bank for the Competency Conversation assessment component.

d) Identifying Assessors and Moderators for RPL Assessment

In consultation with the Assessment and Certification Division, the RPL Programme Management Unit identified a group of individuals to assess and moderate Tour Guiding and Hospitality. They responded positively on the invitation.

e) Drawing up Assessment Schedules

Tour guides and hospitality establishments who participated in the RPL Pilot indicated their preferred dates for their assessment.

Based on the preferred dates for assessment, assessment schedules, indicating the assessors and moderators, the dates and times of the assessments and the venues of the assessments were drafted and shared with all the RPL candidates. Please refer to Annex 4 for the Assessment Schedule for tour guide candidates.

An arrangement was made that once the assessment schedule was finalised and circulated, no individual preferences in terms of dates were to be accommodated and no requests for specific assessors were to be entertained.

#### 4.2.4.2 Assessment of Tour Guides

The assessments of tour guides commenced on 20 May and were completed on 5 July 2013.

##### (a) The Assessment Components

The assessment of tour guides consists of the following two components:

###### (i) Portfolio of Evidence:

Assessors first assessed the documentary evidence provided in the candidate's Portfolio of Evidence. Candidates were not needed to be present for this exercise. Assessors had one working day to assess the portfolio and to follow up on the evidence provided.

###### (ii) Competency Conversation:

The second component of the assessment was a Competency Conversation. This is a professional face-to-face conversation between the candidate and the assessor to determine the candidate's tour guiding knowledge and skills.

The main focus of the competency conversation is to determine if candidates have acquired the necessary knowledge, skills, competencies, attitudes and values that are required by the unit standards of the tour guiding qualification.

Following the Portfolio Assessment, the assessors generated an assessment report. This report was used by the assessors during the Competency Conversation to follow up on any knowledge and skills gaps that were identified in the portfolio assessment. This exercise enabled assessors to determine if the gaps identified in the portfolio assessment were only as a result of lack of evidence provided in the portfolio, or if the candidate lacks the knowledge and skills as determined by the unit standards. They also used the Competency Conversation to determine if candidates were competent in the unit standards that makes up the qualification.

In summary, the Competency Conversation was not only aimed at verifying evidence provided in the Portfolio of Evidence, but also to generate evidence that is not evident in the Portfolio of Evidence.



## (b) The Assessment Process

Each candidate was accommodated on the schedule as per their own availability and the assessors. 5 assessors made themselves available for the assessment.

The assessments took place in Windhoek and Swakopmund. To ensure that the assessments were fair towards candidates, it was arranged that the assessment of each candidate was to be conducted by an assessor accompanied by a moderator at all times.

Each assessor received a maximum of 11 portfolios to assess prior to the assessment, and the assessor, who assessed the portfolio, was then appointed the assessor for that particular candidate. 4 candidates were assessed each day and each candidate's competency conversation was done over two hours. Detailed information regarding the candidates, the assessors and moderators, the assessment venues and the dates of assessment is provided in Assessment Schedule for Tour Guides provided in Annex 3.

## (c) Assessment Statistics: Tour Guiding Level 3

Of the 77 tour guides who initially enrolled for the RPL Pilot Programme, 68 (88.3%) were assessed on the Level 3 Tour Guiding Qualification. Out of the 68 candidates, 62 (91.2%) were competent, while 6 (8.8%) were found not yet competent. Those candidates who did not meet the requirements of the Level 3 qualification were issued with Statements of Achievement for those unit standards in which they were found competent. The statistics for Tour Guiding Level 3 are listed in Table 5 below:

**Table 5: Tour Guiding, Level 3**

Qualification	Number of Candidates				
	Registered	Withdrawn	Assessed	Competent	Not Yet Competent
National Certificate in Hospitality and Tour Guiding (Tour Guiding)	77	9 (11.7%)	68 (88.3%)	62 (91.2%)	6 (8.8%)

#### 4.2.4.3 Assessment of Hospitality Candidates

The assessment of hospitality candidates, which commenced on 27 May, was completed on 19 July 2013.

##### a) Assessment Components

The first 2 components i.e. the Portfolio Assessment and the Competency Conversation were the same as for the tour guides. The assessment of hospitality candidates also included a third assessment component, which was a Practical Task.

By performing a practical task, candidates demonstrated that they actually can do the job for which they were assessed.

##### b) The Assessment Process

Both the Competency Conversation and the Practical Task took place at the candidate's place of work with the exception of some of the candidates who were assessed on Food Preparation, Level 3. Since kitchens where the practical tasks for Food Preparation Level 3 had to be conducted had to meet certain minimum requirements in terms of equipment, a few candidates had to do their practical assessment at approved assessment venues nearby.

The establishments who hosted these candidates who had to be moved, did this without cost. This gesture showed the excellent cooperation amongst the establishments who were participating in the RPL Pilot.

The assessment of hospitality candidates were conducted by 13 assessors at 14 venues across Namibia. A team comprising of an assessor and a moderator were allocated to an assessment venue, with a maximum of 8 candidates at a venue. An external moderator did a desk moderation of the portfolio assessment, the practical assessment and the competency conversations. The moderation took taking place after the assessment.

The Assessment Schedule for hospitality candidates is attached as Annex 5.

c) Assessment Statistics: Hospitality Levels 2 and 3

52 level 2 and 43 level 3 National Vocational Certificates were issued to successful hospitality candidates. Tables 6 and 7 below provide detailed statistical information on the RPL assessment:

**Table 6: Hospitality Level 2**

Qualification	Number of Candidates				
	Registered	Withdrawn	Assessed	Competent	Not Yet Competent
Food and Beverage Service Operations	12	0	12	12	0
Food Preparation	6	0	6	6	0
Front Office Operations	9	0	9	9	0
Housekeeping Operations	16	0	16	16	0
Lodge, Camp & Guesthouse Operations	9	0	9	9	0
<b>TOTAL</b>	<b>52</b>	<b>0</b>	<b>52</b>	<b>52</b> <b>(100%)</b>	<b>0</b>

**Table 7: Hospitality Level 3**

Qualification	Number of Candidates				
	Registered	Withdrawn	Assessed	Competent	Not Yet Competent
Food and Beverage Service Operations	10	0	10	10	0
Food Preparation	17	0	17	15	2
Front Office Operations	11	0	11	11	0
Housekeeping Operations	3	0	3	3	0
Lodge, Camp & Guesthouse Operations	2	0	2	2	0
<b>TOTAL</b>	<b>43</b>	<b>0</b>	<b>43</b>	<b>41</b> <b>(95.3%)</b>	<b>2</b> <b>(4.7 %)</b>

A number of hospitality candidates, who were initially enrolled for a Hospitality Level 3 qualification, were eventually assessed on Level 2. This change came after mentors and assessors realised that some of the candidates were not ready to be assessed on Level 3.

#### 4.2.4.4 RPL Assessment: Challenges and Recommendations

- a) Due to the limited number of assessors who availed themselves for the assessments, the assessments had to take place over an extended period of about three months. Assessors also had to do a lot of travelling, making the assessments an expensive exercise.

Recommendation: More assessors need to be trained in RPL Practices and Mentoring. The sitting allowances of assessors and moderators also need to be market related to enable the NTA to recruit experienced individuals from industry. In view of this need, the NTA has budgeted for the training of 75 assessors and mentors.

- b) Some of the assessors indicated that the 2 hours allocated to the Competency Conversation were insufficient to assess the candidates thoroughly on all the unit standards.

Recommendation: The possibility should be explored to increase the time allocated to Competency Conversations, depending on the level candidates are assessed.

- c) In some instances, minor inconsistencies occurred among assessors in the manner they assessed RPL candidates.

Recommendation: In future, assessors and moderators need to meet prior to the assessments, to establish common ground on all aspects of the assessment. This will result in greater consistency in the application of assessment principles and the conducting of assessments as outlined in the Assessment Guide.

Despite the minor challenges experienced during the assessment, many assessors, moderators and verifiers described the RPL process as exciting and a worthwhile

experience to be involved with. It was a learning experience for all involved and the RPL process could be significantly improved if the experiences gained during the process, are used to refine RPL assessments.

d) Induction and mentoring are critical to ensure that RPL candidates are well informed about the RPL process and what are expected of them. This support also helps candidates to collect the relevant evidence to build their portfolios and to stay motivated. However, by conducting the induction and mentoring of RPL candidates separately, not only prolonged these RPL support activities, but also make the RPL process more expensive.

Recommendation: Induction and monitoring of RPL of RPL candidates could be done more cost effectively if these activities are combined.

#### 4.2.4.5 Assessment of Road Construction Candidates

The assessment of the road construction candidates were sponsored by GIZ through the Road Technical Training Unit (RTTU). 36 candidates were assessed: 11 on blading operations, 12 on bitumen maintenance and 13 on blading gravel roads. The RTTU contracted the Namibia Construction Skills Academy (NCSA) to assess these candidates and the assessments were already completed in January 2013. Since these candidates enrolled for selected Unit Standards and not a full qualification, they were issued with Statements of Achievement.

**Table 8: Road Construction and Maintenance**

Unit Standards	Level 2	Level 3
Road Construction and Maintenance – Bitumen Road Maintenance - Labourer	12	-
Road Construction and Maintenance – Blading Operations	-	11
Road Construction and Maintenance – Machine operations	-	13
Total Number of Candidates per Level	<b>12</b>	<b>24</b>
<b>Total Number of Candidates</b>	<b>36</b>	

#### **4.2.5 Monitoring of Assessment**

The NTA Programme Management Unit, with the cooperation of staff of the Assessment and Certification Division, monitored selected assessments to ensure that assessments were done consistent with NTA policies and procedures, and RPL Assessment Guidelines. Minor consistencies were identified, many of which were addressed immediately.

#### **4.2.6 Assessment, Moderation and Verification of Assessment Results**

To ensure that the assessment, moderation and verification of assessment results were of the required standard, and that the standard of the qualifications were not compromised in any way, only qualified and experienced assessors and moderators were used. In addition, all assessment processes and results were externally verified by recognised industry experts and internally checked by the Assessment and Certification Division of the NTA.

#### **4.2.7 Certification of RPL Candidates**

To give recognition to the RPL candidates who successfully completed the RPL Programme, and also to acknowledge the support received from hospitality establishments and MCA-Namibia who provided financial assistance, an award ceremony was held on 6 June 2014 for about 120 tour guides and hospitality graduates who were awarded the *National Vocational Certificate in Hospitality and Tour Guiding*, Levels 2 and 3.

At the ceremony, the contributions of the hospitality establishments who participated in the pilot and the mentors, assessors, moderators and verifiers, were also acknowledged. The following hospitality establishments were champions by being the first participate in the RPL Pilot programme:

**Table 9: Hospitality Establishments who participated in the RPL Pilot**

No	Establishment	In-house mentor/ Contact person
1.	Bahnhof Hotel, Aus	Ms Astrid Gamperl Ashipala
2.	Beach Lodge, Swakopmund	Mr André van Rensburg
3.	Caprivi River Lodge, Katima Mulilo	Ms Mary Rooker-Smith
4.	Chameleon Backpackers and Safaris, Windhoek	Ms Pam Miller
5.	Etotongwe Lodge, Outjo	Mr Francois Theart
6.	Fish River Lodge Journeys Namibia	Ms Simonetta Musso
7.	Grootberg Lodge Journeys Namibia	Ms Simonetta Musso
8.	Hakos Gästefarm	Ms Waltraud Eppelmann
9.	Hotel Thule, Windhoek	Mr Wolfgang Balzar
10.	N/a' ku sê Lodge, Windhoek	Ms Rhona Strauss
11.	Namibia Wildlife Resorts	Ms Sylvia Haundjodjo
12.	Nest Hotel, Luderitz	Ms Ann Gumbo
13.	Sam's Giardino, Swakopmund	Ms Pam Miller
14.	Susuwe Island Lodge, Kongola, Katima Mulilo	Mr Dusty Rodgers

#### 4.2.8 Top-up (Gap) Training Arrangements

The RPL Pilot Programme makes provision for top-up training for those RPL candidates who were found not yet competent, to enable them to fully meet the requirements of the qualification they have enrolled for. To facilitate this training, the NTA reached an agreement with the National Academy for Tourism and Hospitality (NATH) to provide top-up training to RPL candidates in identified unit standards to enable them to qualify for certification. On completion of the training, they will be re-assessed, and, if found competent, will be awarded the *National Vocational Certificate in Hospitality and Tour Guiding*, Level 3.

#### 4.3 Review of the RPL Pilot

During the review phase, the NTA focussed on the review of the RPL Policy and other materials that were trialled during the RPL Pilot.

##### 4.3.1 Revision and Development of RPL Materials

###### 4.3.1.1 Portfolios of Evidence

- a) The following Portfolios of Evidence, used for Hospitality and Tourism during the RPL Pilot Programme, were revised and are ready for use:

**Table 10: Portfolios of Evidence developed for Tour Guiding and Hospitality occupations**

Occupation	Level
Accommodation Services and Food and Beverage Services	2
Food and Beverage Operations	2, 3
Front Office Operations	3
Housekeeping Operations	3
Core Commercial Cookery Skills	3
Tour Guiding	3



b) In addition to the portfolios listed in Table 3 above, the NTA also developed the following Portfolios of Evidence:

**Table 11: Other Portfolios of Evidence developed**

Occupation	Level
Auto-mechanics	2, 3
Carpentry	2, 3
Road Construction and Maintenance:	
Blading	2, 3
Bitumen Road Maintenance	2, 3
Heavy Machinery	2, 3
Hairdressing	2, 3
Office Administration	2, 3
Plumbing	2, 3
Generic Portfolio	2, 3

c) Unit standards and qualifications have also been developed for Electricity and the Agriculture sector. Once these unit standards and qualifications have been registered on the National Qualifications Framework, Portfolios of Evidence will also be developed for these occupations.

#### 4.3.1.2 RPL Candidate Information Pack

To facilitate the implementation of RPL, the NTA developed a standardised Candidate Information Pack that contains the essential information about RPL. The pack can be used by individual RPL candidates, or it could be used by RPL staff and VET providers during the induction of RPL candidates.

#### 4.3.1.3 Occupation Specific RPL Application Forms

Apart from developing a generic application form which could be adapted by VET providers for their specific needs, the NTA developed occupation specific Application Forms for the qualifications listed in Tables 3 and 4 above.

#### 4.3.1.4 Guidelines for RPL Assessors and RPL Facilitators/Mentors

The NTA also developed draft guidelines for RPL Assessors and RPL Facilitators/Mentors. However, the approval of these guidelines is dependent on the approval of the National Assessment Policy which is currently under development.

### **4.3.2 Policy Review and Approval**

Prior to the launch of the RPL Pilot Programme, the NTA developed a RPL Policy which was approved by the NTA Board for piloting purposes. The policy was tried out during the pilot phase. Insights gained during the pilot, were used to revise the RPL policy and to develop guidelines aimed at assisting VET Providers with the implementation of RPL.

On the recommendation of the *Standards Assessment and Certification Council (SACC)* and the *Technical Committee (TC)* the NTA Board approved the revised *Policy for Recognition of Prior Learning (RPL) within the Vocational Education and Training (VET) System* and the accompanying *Guidelines for Implementing RPL* with minor changes.

These changes were effected and the Policy and Guidelines have been circulated for signature. When approved, these documents will be disseminated to stakeholders as part of the marketing campaign of RPL. The documents will also be uploaded on the NTA website.

## 5. Plans for Phased-in National Roll-out

### 5.1 RPL Intake for 2014

In its 2014/15 – 18/19 Strategic Plan, the NTA planned for an intake of 380 RPL candidates as part of 2014 phased-in roll-out of RPL. The NTA adopted the following strategy with regard to the intake:

- Continue to RPL candidates in the occupations in which RPL candidates were assessed during the pilot phase. Opportunities will be provided to those Hospitality candidates who completed Level 2 to enable them to complete Level 3. Candidates who completed unit standards in Bitumen Road Maintenance, Blading and Heavy Machinery will be given the opportunity to complete the remaining unit standards thereby enabling them to obtain a full qualification. Thereafter RPL opportunities will be given to candidates who want to complete level 3 qualifications in Tour Guiding, Hospitality and Road Construction.
- Extend the roll-out of RPL to the following occupations: Auto mechanics, Bricklaying, Carpentry, Plumbing and Hairdressing.

The table below lists the occupations which are being considered for RPL in 2014 and the number of candidates for each occupation:

Table 12: Occupations to be considered for RPL in 2014

No	Occupation	Existing/New	Level	No of candidates
1.	Auto mechanics	New	2 and 3	50
2.	Bricklaying	New	2 and 3	50
3.	Carpentry	New	2 and 3	50
4.	Hairdressing	New	2 and 3	50
5.	Hospitality	Existing	2 and 3	40
6.	Plumbing	New	2 and 3	50
7.	Road Construction	Existing	2 and 3	40
8.	Tour Guiding	Existing	3	50
<b>Total</b>				<b>380</b>

- The NTA agreed to assist Eenhana Vocational Training Centre to RPL about 70 candidates in Office Administration, Plumbing, Carpentry/Joinery, Welding and Bricklaying. Application forms were sent and Portfolios were completed for the above occupations.

Once this initiative is approved by the NTA, the RPL process can commence.

## **5.2 Preparations for 2014 RPL Intake**

In preparation for the national roll-out of RPL, the NTA embarked on the following activities:

### **5.2.1 Consultation with Relevant ISCs**

The NTA sent submissions to the relevant ISCs to approve the occupations suggested for RPL for 2014 and to recommend companies who could be engaged to nominate employees to participate in the RPL process.

The NTA is awaiting feedback from the Manufacturing and Automotive ISC to finalise preparations for the 2014 RPL intake of 380 candidates as per the 2014/15 - 2018/19 NTA Strategic Plan.

The Hospitality and Tourism ISC and the Mining and Construction ISC already granted approval to continue to RPL candidates in their sector.

### **5.2.2 Training of Assessors and Mentors**

The NTA has identified the need to train additional assessors, especially in the occupational areas of Agriculture, Auto Mechanics, Heavy Machinery, Carpentry, Hairdressing and Tour Guiding and the training of assessors in RPL practices and mentoring will go a long way in facilitating the mentoring and assessment of RPL candidates, as there exists a serious shortage of competent individuals in these areas.

To act on this demand, the NTA obtained quotations from accredited VET providers who could train prospective assessors and existing assessors and mentors in RPL practices and

the mentoring of candidates. Details with regard to the training are provided in the table below:

**Table 13: Unit Standards for training in Assessment, RPL Practices and Evidence Facilitation**

Unit Standard ID	Unit Standard Title	No to be trained	Duration
115753	Conduct outcomes-based assessment	20	5 work days
115755	Design and develop outcomes-based assessments		
116587	Develop, support and promote RPL practices	40 (2 Groups of 20)	6 work days per group
12544	Facilitate the preparation and presentation of evidence for assessment		

### 5.2.3 Close-out Activity: Marketing of RPL

In preparation for the national phased-in implementation of RPL and to ensure optimum participation of key players in RPL, it is important to market RPL to prospective RPL VET providers, employers who want to RPL their employees and prospective employees.

The campaign will include, amongst others, the following:

- Explaining the benefits of RPL for employees, employers and VET Providers;
- Making available the following documentation to stakeholders:
  - The RPL Policy and Guidelines for Implementing RPL;
  - Available Portfolios of Evidence.
- Sharing information on the
  - support the NTA is providing to emerging RPL VET Providers who want to register;

- financial assistance to be provided for key priority interventions through the VET Levy.

## **6. Pending Issues**

### **6.1 Unavailability of an approved VET Assessment Policy**

The RPL Policy was approved by the NTA Board in June 2014. However, due to the absence of an approved National Assessment Policy for VET, the RPL Policy may have to be revisited once the national assessment policy is approved to ensure that the policies are aligned.

### **6.2 RPL Staffing**

To ensure that RPL in VET is institutionalised at the NTA, the RPL positions made provision for in the RPL Pilot Programme and funded by MCA-Namibia were all accommodated in the recently approved staff structure of the NTA. These positions are:

- 1 RPL Coordinator;
- 2 RPL Officers;
- 1 Office Administrator.

Due to delays in the advertising of these posts, only the post of the Office Administrator is filled. To ensure that RPL activities continue as planned, it is vital that the positions of RPL Coordinator and RPL Officers are filled as soon as possible. If not, delays could occur in the national phased-in roll-out of RPL.

## **7. The Way Forward**

### **7.1 National Implementation of RPL**

Following the completion of the RPL Pilot Programme, and national implementation to commence soon, the approach at the NTA on the implementation of RPL will change.

During the pilot phase, the NTA took a leading role in the actual implementation of RPL. The NTA advertised for individuals and companies to participate in the RPL process and selected, inducted, mentored, assessed and certified the candidates.

As the regulator of VET, the NTA is not directly responsible to conduct training or assessment. Its function is to oversee these activities. Following the approval of the RPL Policy, Guidelines to Implement RPL and other support documents such as portfolios have been developed; VET Providers should be responsible for the recruitment, selection, induction, mentoring and assessment of RPL candidates. The NTA's role is to quality assure the RPL process, in particular the assessment of candidates.

### **7.2 Funding of RPL Implementation**

To ensure that RPL takes off, and as an incentive to get buy-in from prospective RPL VET providers, the NTA will fund RPL, at least for the immediate future. This will be done through the signing of Service Level Agreements (SLAs) with accredited VET Providers. Scheduled payments to VET Providers will be done on the achievement of mutually agreed milestones which form part of the SLAs. The funding of RPL is justified as it has been identified in NDP4 as one of the strategic initiatives to address the skills deficit in the VET sector.

### **7.3 Institutionalisation of RPL**

As envisaged during the conception stage of the RPL Pilot, the RPL Programme Management Unit needs to be accommodated within the Assessment and Certification Division of the NTA. In anticipation of this move, the NTA has created the required positions on the approved organisational structure.

## **7.4 Implications of RPL Policy approval on national RPL Implementation**

The approval of the RPL Policy and the Guidelines for Implementing RPL by the NTA Board has implications with regard to the national implementation of RPL. The RPL Policy requires that all RPL assessments should be done on NQF registered unit standards and qualifications. The requirement was built in to ensure the quality of RPL assessments and to be aligned to the nationally adapted CBET approach for VET.

The requirement also implies that, technically, as from the date of the signing of the RPL Policy, all RPL assessments in Namibia should be done by following the CBET approach, i.e. assessing candidates on NQF registered unit standards and qualifications.

In view of the argument put forward in the above paragraph, and considering that modular RPL assessments are still being conducted by the NTA, it has become imperative that the NTA align its RPL assessment arrangements with the RPL Policy.

## **8. Concluding Remarks**

The RPL Pilot Programme was a valuable exercise which allowed the NTA to gain much needed insights and information which were used to prepare for the national phase-in implementation of RPL in the VET sector. Insights gained during the Pilot phase were used to:

- Revise the RPL Policy for the VET sector;
- Review the Portfolios of Evidence and RPL Application forms;
- Develop Guidelines for Implementing RPL in the VET sector;
- Develop Guidelines for RPL Assessors and Mentors;
- Refine the induction, mentoring and assessment procedures.

Valuable lessons were learnt during all phases of the Pilot, which were incorporated in the approved RPL policies and procedures, RPL assessment and other support documents and in the preparation of the national roll-out of RPL.

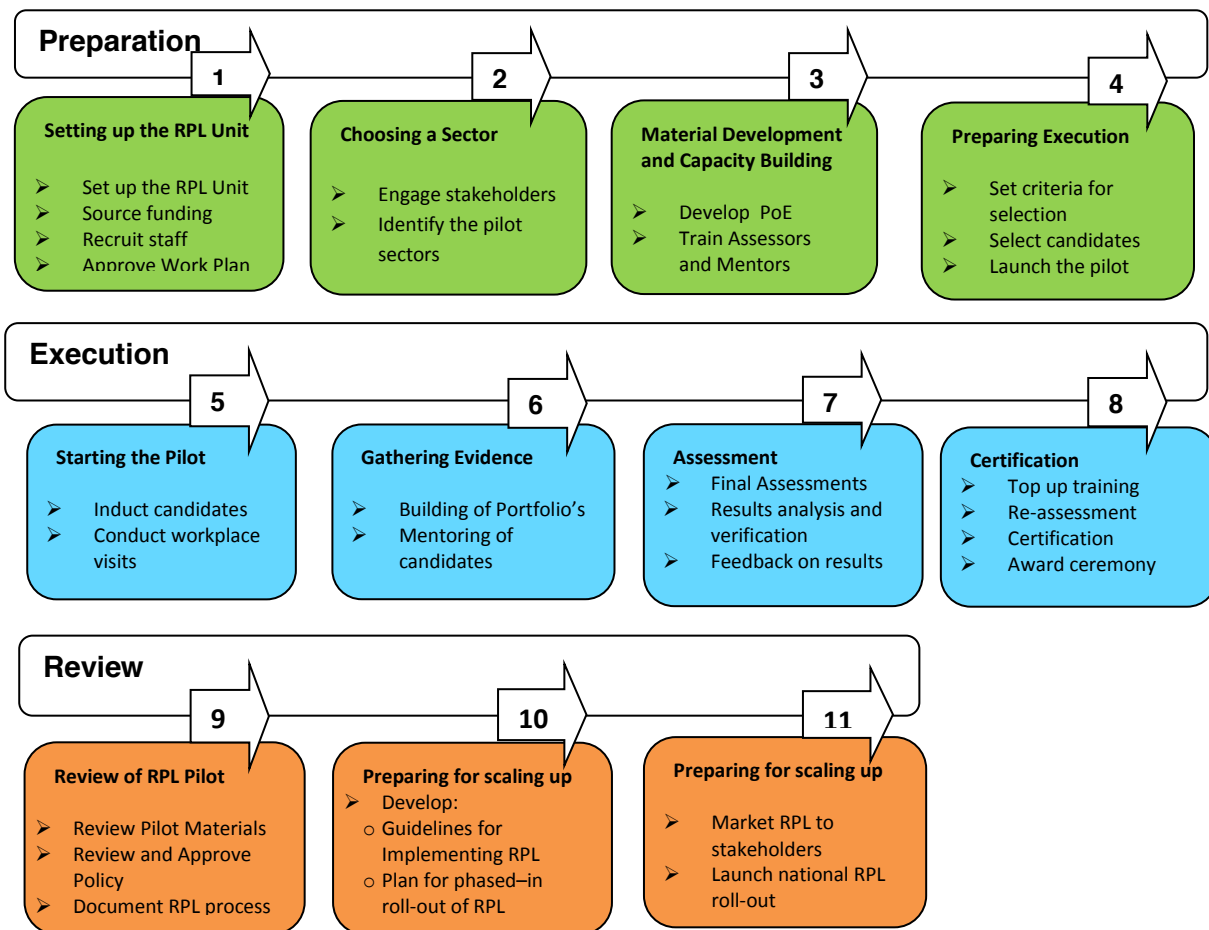
The successful completion of the RPL Pilot, which championed the induction, mentoring, assessment and certification of 120 RPL graduates by following the CBET approach, is a



milestone for the NTA and for Namibia. The Pilot provides a solid foundation for the roll-out of RPL nationally.

## 9. Annexes

## Annex 1: Overview of the RPL Pilot Programme in VET



## Annex 2: Assessors trained in RPL Practices and Evidence Facilitation

No	Name	Occupation/ Position
1	Mr Hans Feddersen	Assessor: Tour Guiding & Technical Working Group (TWG) Member
2	Ms Hilma Imbili	Assessor: Tour Guiding & Technical Working Group Member
3	Ms Jackie Asheeke	Assessor: Tour Guiding
4	Mr Heinz Remmert	Assessor: Tour Guiding
5	Ms Hazel Milne	Assessor: Tour Guiding
6	Mr Gerald Cloete	Moderator: Hospitality & Technical Working Group Member
7	Mr Tom Mutavdzic	Assessor: Hospitality & Technical Working Group Member
8	Ms Veruschka McKay	Assessment Coordinator, RPL Programme Management Unit
9	Ms D Sheehamandje	Industry Skills Development Officer (CIED)
10	Ms Rejane Namoya	Assessment Officer, Assessment and Certification Division, NTA
11	Mr Moses Tjirare	Assessment Officer, Assessment and Certification Division, NTA
12	Mr Hitjivirue Haakuria	Assessment Officer: National Trade Testing Centre
13	Ms Aletta Hautemo	Assessment Officer: National Trade Testing Centre
14	Mr Simon Mubiana	Assessment Officer: National Trade Testing Centre
15	Mr Ernst Eixab	Assessment Officer: National Trade Testing Centre
16	Mr Francois Strauss	Product Development Officer: Product Development
17	Mr Johannes Rall	Owner: Namibia Construction Skills Academy
18	Ms Helena Amadhila	Industry Skills Development Officer (CIED)
19	Mr Alfred Schultz	Assessor: Tour Guiding
20	Ms Mary-Ellen Kimaro	Assessor: Tour Guiding
21	Ms Jeannette Bothma	Assessor: Tour Guiding and Member of the TWG
22	Mr Kurt Schlenther	Assessor: Tour Guiding and Member of the TWG
23	Ms Waldi Fritzsche	Assessor: Tour Guiding and Member of the TWG
24	Ms Petrina Haufiku	Assessor: Tour Guiding and Member of the TWG
25	Mr P. K-Zelenyanszky	Assessor: Tour Guiding

26	Mr Victor Indombo	Assessor: Hospitality & Technical Working Group Member
27	Mr Nehemiah Chikudza	Assessor: Hospitality & Technical Working Group Member
28	Ms Annemarie Schaller	Product Development Officer: Product Development
29	Ms Sybil Ferris	Senior Officer- Vocational Training Provider Support Division
30	Ms Marianne Hara-Gaes	Manager: Assessment and Certification Division
31	Ms Fiona Anderson	Assessment Officer: Assessment and Certification Division
32	Ms Ruusa litula	Product Development Officer: Product Development
33	Mr Sakeus Nghuulikwa	Assessment Officer: National Trade Testing Centre
34	Mr U Kamberipa	Assessment Officer: National Trade Testing Centre
35	Mr Samuel Ujaha	Assessment Division
36	Ms Tuwilika Shilongo	Assessment and Certification Council Officer, CIED
37	Ms Mekondjo lithete	Product Development Officer: Product Development
38	Ms Andrea Arends	Assessor: Hospitality & Technical Working Group Member
39	Mr Johan Fourie	Assessor: Tour Guiding

**KEY:**

Hospitality



Tour Guiding



Road Construction



NTA



### Annex 3: Mentoring of RPL Hospitality Candidates

Company	Town	Mentor	No of Candidates	No of Portfolios Submitted
Naankuse Lodge	Windhoek	Ms Rhona Strauss	3	3
Chameleon Backpackers	Windhoek	Ms Pam Miller	9	9
Sam's Giardino	Swakopmund	Ms Pam Miller	3	3
NWR: (Sossus Dune Lodge, Terrace Bay)	Swakopmund	Ms Jackie Asheeke	5	5
Susuwe Island Lodge	Katima Mulilo	Ms Dahlia Sheehamandje	1	1
Caprivi River Lodge	Katima Mulilo	Ms Dahlia Sheehamandje	3	3
Beach Lodge	Swakopmund	Mr Heinz Remmert	3	2
Hakos Guest Farm	Windhoek	Ms Andrea Arends	1	1
Lake Oanob Resort	Rehoboth	Ms Andrea Arends Ms Dahlia Sheehamandje	3	0
Unlimited Car Hire	Windhoek	Ms Andrea Arends	1	0
Hotel Thule	Windhoek	Ms Andrea Arends	10	7
Fish River Lodge	Karas Region	Ms Andrea Arends Ms Dahlia Sheehamandje	5	4
NWR: Ai-Ais	Karas Region	Ms Andrea Arends Ms Dahlia Sheehamandje	3	3
Bahnhof Hotel	Aus	Ms Andrea Arends Ms Dahlia Sheehamandje	8	6

Nest Hotel	Luderitz	Mr Tom Mutavdzic	2	2
Grootberg Lodge	Outjo	Ms Simonetta Musso	5	4
Etotongwe Lodge	Outjo	Ms Ruusa litula Ms Tuwilika Shilongo	3	3
NWR: Khorixas Okuakuejo, Halali, Dolomite, Waterberg	Outjo	Ms Ruusa litula Ms Tuwilika Shilongo	9	7
<b>Total</b>			<b>77</b>	<b>63</b>

## Annex 4: Assessment Schedule for Tour Guides

Assessors: Hans Feddersen and Heinz Remmert

Week 1: 20 – 24 May 2013

Date	Candidate Name		8:00 - 10:00	10:00 - 12:00	12:00 – 13:00	13:00 - 15:00	15:00 - 17:00	Town to be Assessed in
20/05	Freddie	Von Ludwiger	X		Lunch			Swakopmund
	Frank	Austin				X		Swakopmund
	Petrus	Kotze					X	Swakopmund
22/05	Gudrun	Middendorf	X					Windhoek
	Helga	Wagner				X		Windhoek
	Denny	Haraeb					X	Windhoek
23/05	Maja	Van Biljon	X					Windhoek
	Isaias	Iiyambo		X				Windhoek
	Issy	Karaerua				X		Windhoek
	Dominic	Du Raan					X	Windhoek

Assessors: Hans Feddersen and Waldi Fritzsche

Week 2: 27 – 31 May 2013

Date	Candidate Name		8:00 - 10:00	10:00 - 12:00	12:00 - 13:00	13:00 - 15:00	15:00 - 17:00	Town to be Assessed in
27/05	Irmela	Jordi	X		Lunch			Windhoek
	Christoffel	Swart		X				Windhoek
	Andrew	Gillies				X		Windhoek
	Hentie	Knouwds					X	Windhoek
28/05	Harald	Rösemann		X				Windhoek
	Ute	Von Ludwiger	X					Windhoek
	Winfried	Von Kuehne					X	Windhoek
29/05	Hans	Bahr	X					Windhoek
	Gideon	Shipaka		X				Windhoek
	HF	Deutschmann				X		Windhoek
30/05	Marc	Davis	<b>Assessors' Administration</b>			X	Windhoek	



Date	Candidate Name		8:00 - 10:00	10:00 - 12:00		13:00 - 15:00	15:00 - 17:00	Town to be Assessed in
<b>Hans Feddersen and Heinz Remmert</b>								
03/06	Elizabeth	Taylor	X		Lunch			Swakopmund
	Raini	Becker		X				Swakopmund
	Falco	Moisel					X	Swakopmund
04/06	Victor	Kulikowski	X					Swakopmund
<b>Hans Feddersen and Jacqueline Asheeke</b>								
05/06	<b>Assessors' Planning</b>							Windhoek
06/06	Lucia	Schoerhofer	X		Lunch			Windhoek
	Werner	Schlierkamp		X				Windhoek
	Thomas	Britz				X		Windhoek
	Andrea	Severin					X	Windhoek
07/06	Claus	Dau	X					Windhoek
	Carsten	Von Luttwitz		X				Windhoek
	Manfred	Hummitzsh			X		Windhoek	
<b>Assessors' Administration</b>								

Date	Candidate Name		8:00 - 10:00	10:00 - 12:00		13:00 - 15:00	15:00 - 17:00	Town to be assessed in
10/06	<b>Assessors' Planning</b>							
11/06	Karin	Luhl	X		Lunch			Windhoek
	Immanuel	Somaeb		X				Windhoek
	Manfred	Förtsch					X	Windhoek
12/06	Rolando	Meneguzzo	X					Windhoek
	Jock	Pfeifer		X				Windhoek
	Roberto	Aceto				X		Windhoek
	Tutu	Nakamela					X	Windhoek
13/06	Hella	Woelbling	X					Windhoek
	Rocco	Talia		X			Windhoek	
	Nina	Lampl		X 11:00			Windhoek	
	Rolf	Heinrich			X		Windhoek	
	Jason	Nott				X	Windhoek	
14/06	Peter	Vilander	X		<b>Assessors' Administration</b>			

**Assessors: Hans Feddersen and Heinz Remmert**

**Week 5: 17 – 21 June 2013**

Date	Candidate Name		8:00 - 10:00	10:00 - 12:00	12:00 - 13:00	13:00 - 15:00	15:00 - 17:00	Town to be Assessed in
17/06	<b>Assessors Planning</b>							
18/06	Ingo	Behrens	X		Lunch			Windhoek
	Ursel	Kock		X				Windhoek
	Michael	Niemeyer				X		Windhoek
	Rene	Korol					X	Windhoek
19/06	Friedrich	Diemer	X					Windhoek
	Paulo	De Oliveira		X				Windhoek
	Alexander	Stauch				X		Windhoek
	Emiliano	Benolich					X	Windhoek
20/06	Paulo	Bassi	X	<b>Assessors' Administration</b>				Windhoek

**Assessors: Hans Feddersen and Jackie Asheeke**

**Week 6: 24 – 28 June 2013**

Date	Candidate Name		8:00 - 10:00	10:00 - 12:00	12:00 - 13:00	13:00 - 15:00	15:00 - 17:00	Town to be Assessed in
26/06	<b>Assessors' Planning</b>							
27/06	Karl Heinz	Hermann		X	Lunch			Windhoek
	Rambo	Uaraavi				X		Windhoek
	Diethelm	Rust					X	Windhoek
28/06	Maria	Wittreich	X					Windhoek
	Fillemon	Fillepus		X				Windhoek
	Ndeevelo	Paulus				X		Windhoek
	Obadias	Mupurua					X	Windhoek

**Assessors: Hazel Milne and Waldi Fritzsche**

**Week 7: 1 – 5 July 2013**

Date	Candidate Name		8:00 - 10:00	10:00 - 12:00	12:00 - 13:00	13:00 - 15:00	15:00 - 17:00	Town to be Assessed in
01/07	<b>Assessors' Planning</b>							
	Tutu	Nakamela	X					Windhoek
02/07	Peter	Van Ginkel	X		Lunch			Windhoek
	Stephan	Schlovin		X				Windhoek
	Domingo	Tjambiru				X		Windhoek
	Victor	Nshimwe					X	Windhoek
03/07	Martin	Nghitongo	X					Windhoek
	Monika	Mayer		X			Windhoek	
04/07	<b>Assessors' Administration</b>							

## Annex 5: The Assessment Schedule for Hospitality Candidates

Assessors	Assessment Dates					
	3 -7 June	10 - 14 June	17 - 21 June	24 - 28 June	1 - 5 July	15 - 19 July
Ms S Meroro			Etotongwe Lodge			
Ms Hilja Angula				Grootberg Lodge		
Mr Jimmy Dax		Namibia Wildlife Resorts	Sam's Giardino/ Beach Lodge			
Ms Andrea Arends						Chameleon Backpackers/ Naankuse Lodge
Ms P Haindongo		Namibia Wildlife Resorts				
Mr Tom Mutavdzic					Nest Hotel/ Bahnhof Hotel	Chameleon Backpackers/ Naankuse Lodge
Ms Maria Jefta					Caprivi River Lodge/Susuwe island Lodge	Fish River Lodge/ Ai-Ais
Mr Gerald Cloete		Desk Moderation		Desk Moderation	Desk Moderation	Desk Moderation
Mr Victor Indombo			Sam's Giardino/ Beach Lodge		Nest Hotel/ Bahnhof Hotel	
Mr Nehemiah Chikudza			Hakos/ Sossus Dune Lodge			
Mr Thomas Salomo	Hotel Thule			Grootberg Lodge		
Ms Toini Nuuyoma			Etotongwe Lodge			
Mr Gerald Dobson	Hotel Thule		Hakos/ Sossus Dune Lodge			
Ms G Shinyemba					Caprivi River Lodge/Susuwe Island Lodge	Fish River Lodge/ Ai-Ais
<b>KEY:</b>						
Katima Mulilo		Outjo		Keetmanshoop		
Swakopmund		Windhoek		Khorixas		