



CANDIDATE RECOGNITION OF PRIOR LEARNING (RPL) FORM

It is important that all candidates who are accepted on to CPCAB qualifications have the appropriate prior learning and/or experience. Therefore all centres are required to carry out an effective pre-course assessment for candidates who do not have CPCAB qualifications. This CPCAB **candidate RPL form CR2** is intended to help formalise this process and is also designed to be completed quickly and easily. Please read the guidance notes before completing and signing the declaration below:

Candidate name:

I have assessed the level of this prospective candidate's Recognised Prior Learning (RPL) as equivalent to the following CPCAB units/qualification(s) [please enter unit/qualification code(s)]:

.....

AND: I have examined appropriate references for this candidate¹ (where applicable):

This candidate has therefore been accepted onto a course leading to the following qualification:

..... Group number:

Tutor signature:

Date:

Further guidance on RPL is available in *Claiming credit: Guidance on the recognition of prior learning within the Qualifications and Credit Framework* on the www.qcda.gov.uk website. You can also contact CPCAB if you need further help on 01458 850350 or by emailing admin@cpcab.co.uk.

Please retain this form for your records.

The CPCAB external verifier will review centre RPL records as part of the quality assurance process.

¹ References - usually from a former tutor - are required for entry onto TC-L4, CBT-L5, PC-L5 and TCSU-L6.

Guidance notes for Recognition of Prior Learning (RPL)

The form is to be used for each candidate who does not hold prior CPCAB units/qualifications.

The recognition of prior learning (RPL) in the QCF is defined as:

A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning

RPL can consist of (1) certificated achievement (credit/units/qualifications) (2) non-certificated training and (3) practice experience OR a combination of any of these categories:

1. Certificated training means courses that have led to recognised achievement of units or qualifications that have been awarded by a national awarding body or recognised training organisation.
2. Non-certificated training from appropriate counsellor training organisations. Evidence could include eg. a certificate of attendance/confirmation letter from the provider with details of the training. It is useful to have local knowledge of the type and quality of training being offered in your area. In both of the above categories it is important to determine the nature, level and duration of the training.
3. Understanding and skills gained through extensive practice. Experience alone without training is not usually sufficient but evidence could include details of:
 - Names and details of agencies/workplace;
 - Number of client hours and number of supervision hours;
 - Level(s) of client-work;
 - Testimonial(s) from an appropriately qualified supervisor;
 - Case-study/written assignment/other evidence of practice (e.g. review of supervision).

Centres may also wish to include additional pre-course assessment procedures eg. face-to-face interview to gauge the level of the applicant's knowledge and experience and/or attendance in a pre-course assessment group. Centres must take account of diversity and equality of opportunity and equalities legislation.

Minimum RPL and entry requirements:

Entry onto:	Requires a prior minimum GLH of:
Level 3 Certificate in Counselling Studies (CST-L3)	75 GLH - CSK-L2 or equivalent units/credit/experience
Level 4 Diploma in Therapeutic Counselling (TC-L4)	150 GLH at the relevant level - CSK-L2 + CST-L3, or equivalent units/credit/experience
Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory (CBT-L5)	420 GLH (approx) at the relevant level - TC-L4 or equivalent diploma, plus appropriate pre-diploma training
Level 5 Diploma in Psychotherapeutic Counselling (PC-L5)	420 GLH at the relevant level - TC-L4 or equivalent diploma, plus appropriate pre-diploma training
Level 6 Certificate in Therapeutic Counselling Supervision (TCSU-L6)	Either Level 5 diploma - PC-L5 or equivalent plus at least one year post-qualified supervised client work; or ... Or Level 4 diploma - TC-L4 or equivalent) plus at least <u>two</u> years post-qualified supervised client work.