**HSC SVQ4 The purpose of the RPL Guidance and how it can be used**

**Guidance for candidates**

**Introduction**

HSC SVQ4 is an assessment of your skills and knowledge according to the criteria established for this qualification. It does not necessarily need you to do a training course or start from scratch, though at this level it is likely that there will be areas of skill and knowledge for which you will need some new learning and training. **You may also, however, use learning from your past work and learning and development experience to contribute to your current HSC SVQ4.** The experience that you draw upon should not be too far in the past and you will need to follow the RPL guidance to use this prior learning to contribute to your current SVQ. Before you begin the process you should familiarise yourself with the content of the HSC SVQ4 core and optional units that you will be undertaking.

**What does the RPL Process Involve?**

The RPL process enables you to apply prior learning and experience to your current practice through a process of:

* Examination of prior experience using the Profiling Tool
* Identification of the learning and skills gained from this experience using the Profiling Tool and Reflective Exercise
* Application of the learning and skills from this experience to your current work through Reflective Exercise 2
* Production of a reflective account on your SQA evidence gathering form which demonstrates how prior learning and skills enable you to meet relevant performance criteria and/or knowledge points in your current work

The RPL guidance which follows takes you step by step through this process with straightforward charts to complete, enabling you to produce the final reflective account through a process of logical steps. It is possible to claim several performance criteria and/or knowledge points across more than one SVQ Unit in one reflective account.

**What support will I receive?**

You should work with your supervisor and/or SVQ Assessor to identify relevant prior experience and to help you to work through the process. You will also need to discuss with your assessor whether and what evidence of your prior learning may be required so that it can be ascertained that it is at the right level for your SVQ4 qualification, though professional reflective discussion with your assessor, and your written account, may prove to be sufficient evidence.

**What are the advantages of using RPL?**

Using your learning from your past experience has the following advantages:

* It will enable you to appreciate the importance of prior learning and experience to your current work
* It will enable you to identify knowledge and skills that you already have
* It may save you repeating learning that you have already done
* It will give you the experience of looking at your past learning and producing a reflective account of current practice which is based on this
* It will enable you to identify knowledge, understanding, values and skills that can be transferred to new work situations, rather than starting from scratch
* It will give you the confidence to value and use your prior learning from experience as you work through your SVQ4 and subsequent qualifications

**What kinds of experience may I use for RPL**

Almost any experience from which you have gained learning that is relevant to your current practice may be used for RPL. The two examples provided illustrate the RPL process in relation to undertaking a counselling skills night class, and standing in for a unit manager whilst she was on holiday. Other examples may include: previous experience of preparing inspection reports; facilitating a discussion group to encourage use of the Continuous Learning Framework (CLF) in a team; using experience from a previous job in IT to develop improved planning. This is by no means an exhaustive list and you may well have different examples of your own. It is useful to make a list of prior experiences that you may wish to draw upon for RPL.

Now you are ready to start the RPL process.

Next....

Detailed RPL Guidance is available at <http://ewd.sssc.uk.com/ewd/pages-for/education-and-training-providers.html>