

## RPL Procedure

### 1. RPL Guide for QCTO programs

This guide outlines the Recognition of Prior Learning (RPL) process for the QCTO programs offered by the Adult Education Institute. The purpose of this guide is to provide clear and concise information to applicants regarding the requirements, procedures, and expectations for obtaining entry through RPL.

The guide provides information on eligibility, the RPL process, assessment criteria, evidence requirements, and the appeals process. It aims to assist applicants in understanding how their prior learning and experience can be recognized to gain entry into the qualification.

### 2. RPL Process

The RPL process at Adult Education Institute involves several steps to assess an applicant's prior learning against the requirements of the chosen qualification.

**2.1 Application and Documentation** Applicants must submit a completed RPL application form along with the required supporting documentation. This documentation may include certificates, transcripts, portfolios, letters of recommendation, or other relevant evidence.

**2.2 Assessment** The college will assess the applicant's prior learning against the specific qualification. This may involve a combination of methods, such as:

- Portfolio evaluation
- Written assessments
- Practical demonstrations
- Interviews
- Third-party verification

**2.3 Notification of Outcome** Applicants will be notified of the RPL assessment outcome within 30 days of submitting all required documentation.

**2.4 Appeals Process** Applicants who are dissatisfied with the RPL assessment outcome may lodge an appeal within 15 days of receiving the notification.

### 3. Assessment Criteria

#### 3.1 Assessment Criteria for RPL

The assessment of prior learning will be based on the following criteria:

- **Relevance:** The extent to which the applicant's prior learning aligns with the specific unit standards of the qualification.
- **Depth and Breadth:** The depth and breadth of knowledge and skills demonstrated by the applicant in relation to the unit standard requirements.
- **Currency:** The currency of the applicant's knowledge and skills in relation to industry standards and best practices.
- **Authenticity:** The validity and reliability of the evidence presented by the applicant.
- **Competency:** The applicant's ability to apply knowledge and skills effectively in relevant work contexts.

### 4. Acceptable Evidence

To support RPL claims, applicants may submit the following types of evidence:

- **Qualifications:** Certificates, diplomas, degrees, or transcripts from accredited institutions.
- **Work Experience:** Employment contracts, letters of recommendation, performance appraisals, job descriptions, and salary slips.
- **Portfolios:** Collections of work samples, projects, or reports demonstrating skills and competencies.
- **Training Certificates:** Certificates of attendance or completion of relevant training courses.
- **Professional Registration:** Membership certificates or licenses from professional bodies.
- **Industry Certifications:** Certifications relevant to the qualification.

#### 4.1 Evidence Requirements

Applicants should provide sufficient evidence to demonstrate their Prior Learning.

#### 4.2 Evidence Verification

The college may request additional information or verification of submitted evidence. Applicants may be required to provide original documents or certified copies for verification purposes.

#### 4.3 Evidence Storage

The college will securely store all submitted evidence for a specified period.

### 5. RPL Application Fee

A non-refundable fee to cover administrative costs - R600 per application.

Please make payment to the below account and email proof of payment to [info@adultinstitute.co.za](mailto:info@adultinstitute.co.za) with your name, surname and RPL in the subject line.

**Account Holder:** Adult Education Institute PTY

**Bank:** Capitec Business

**Account Type:** Current

**Account Number:** 1051634580

**Branch Code:** 450105

**Reference:** Student number/Name and surname

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# RPL application form

The RPL process at Adult Education Institute involves several steps to assess an applicant's prior learning against the requirements of the chosen qualification.

Send any enquiries to [info@adultinstitute.co.za](mailto:info@adultinstitute.co.za)

## Candidate Information Form

(You may find it easier to provide the information for the following by attaching a **résumé**.)

| Personal details                                                                    |                         |       |
|-------------------------------------------------------------------------------------|-------------------------|-------|
| Surname                                                                             |                         |       |
| First name/s                                                                        |                         |       |
| Any other name/s used                                                               |                         |       |
| Home address                                                                        |                         |       |
| Postal address<br>(if different from above)                                         |                         |       |
| Telephone numbers                                                                   | Home:                   | Work: |
|                                                                                     | Mobile:                 | Fax:  |
| Email address                                                                       |                         |       |
| Are you a permanent resident of South Africa?                                       | Yes                  No |       |
| Do you need an interpreter to help you with an interview?                           | Yes                  No |       |
| Do you have a disability which we should be aware of?                               | Yes                  No |       |
| Will you need special aids if you are required to undertake a practical assessment? | Yes                  No |       |
| Please provide details or special needs so that we can assist you if required.      |                         |       |

Mark X next to the programme you applying for RPL

| Qualification                                                                             | SAQA Code | Mark with X              |
|-------------------------------------------------------------------------------------------|-----------|--------------------------|
| Occupational Certificate:<br>Early Childhood Development<br>Practitioner NQF 4            | 97542     |                          |
| Occupational Certificate:<br>Office Supervisor NQF Level<br>05 240                        | 118740    |                          |
| Advanced Occupational<br>Certificate: Human Resource<br>Management OfficerNQF<br>Level 06 | 121151    |                          |
| Occupational Certificate:<br>Marketing Coordinator NQF<br>Level 05 175                    | 118706    |                          |
| Occupational Certificate:<br>Management Assistant NQF<br>Level 05 316                     | 101876    |                          |
| Occupational Certificate:<br>Contact Centre Manager<br>NQF Level 05 285                   | 99687     |                          |
| Occupational Certificate:<br>Organisational Risk<br>Practitioner NQF Level 06<br>125      | 94222     |                          |
| Occupational Certificate:<br>Project Manager NQF 5                                        | 101869    |                          |
| Occupational Certificate:<br>Bookkeeper NQF 5                                             | 98959     | <input type="checkbox"/> |

| Current employment                                        |             |         |
|-----------------------------------------------------------|-------------|---------|
| Are you currently employed?                               | Yes      No |         |
| If 'yes', in which occupation are you currently employed? |             |         |
| What is your current job title?                           |             |         |
| Who is your current employer?                             |             |         |
| How long have you worked in this job approximately?       | year/s      | month/s |

|                                                                                                                                                |     |    |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--------------------------------|
| Is this occupation in the same industry as the industry in which you are applying for recognition?                                             | Yes | No | If 'no', go to the next table. |
| If 'yes' list some of the main tasks you perform as part of your work that you think are relevant to your RPL Application.                     |     |    |                                |
|                                                                                                                                                |     |    |                                |
|                                                                                                                                                |     |    |                                |
|                                                                                                                                                |     |    |                                |
|                                                                                                                                                |     |    |                                |
| <i>If you have further recent industry experience that is relevant to your application please attach another sheet or your current résumé.</i> |     |    |                                |

|                                                                                                            |            |           |                 |
|------------------------------------------------------------------------------------------------------------|------------|-----------|-----------------|
| Rate your knowledge and skills against the <b>qualification/industry relevant to your RPL application.</b> |            |           |                 |
| <b>Industry area: Training and Assessment</b>                                                              | <b>Yes</b> | <b>No</b> | <b>Possibly</b> |
| I think my experience is of a high level.                                                                  |            |           |                 |
| I think I am skilled to do this job.                                                                       |            |           |                 |
| I know how to do the work tasks really well.                                                               |            |           |                 |
| I can explain my experience and provide documentary evidence.                                              |            |           |                 |
| I have undertaken much of this work without supervision.                                                   |            |           |                 |
| <b>Further training</b>                                                                                    |            |           |                 |
| I have attended training courses in this area of work.                                                     |            |           |                 |
| If 'yes', what training did you undertake? Include date training completed (month, year).                  |            |           |                 |
| <b>Is there any further information you wish to give in support of your application?</b>                   |            |           |                 |
|                                                                                                            |            |           |                 |

|                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| <b>Professional referees (relevant to work situation if not already listed on your résumé)</b> |  |
|------------------------------------------------------------------------------------------------|--|

|      |  |
|------|--|
| Name |  |
|------|--|

|          |  |
|----------|--|
| Position |  |
|----------|--|

|              |  |
|--------------|--|
| Organisation |  |
|--------------|--|

|                         |  |
|-------------------------|--|
| Address of organisation |  |
|-------------------------|--|

|              |  |
|--------------|--|
| Phone number |  |
|--------------|--|

|               |  |
|---------------|--|
| Mobile number |  |
|---------------|--|

|               |  |
|---------------|--|
| Email address |  |
|---------------|--|

|      |  |
|------|--|
| Name |  |
|------|--|

|          |  |
|----------|--|
| Position |  |
|----------|--|

|              |  |
|--------------|--|
| Organisation |  |
|--------------|--|

|                         |  |
|-------------------------|--|
| Address of organisation |  |
|-------------------------|--|

|              |  |
|--------------|--|
| Phone number |  |
|--------------|--|

|               |  |
|---------------|--|
| Mobile number |  |
|---------------|--|

|               |  |
|---------------|--|
| Email address |  |
|---------------|--|

## Employment history

(You may attach a current **résumé** in place of completing this section.)

| Name, address<br>and phone number<br>of employers | Period of employment<br>(DD/MM/YYYY) |    | Position/s<br>held | Full-time<br>Part-time<br>Casual | Description<br>of major duties |
|---------------------------------------------------|--------------------------------------|----|--------------------|----------------------------------|--------------------------------|
|                                                   | From                                 | To |                    |                                  |                                |
| 1.                                                |                                      |    |                    |                                  |                                |
| 2.                                                |                                      |    |                    |                                  |                                |
| 3.                                                |                                      |    |                    |                                  |                                |
| 4.                                                |                                      |    |                    |                                  |                                |
| 5.                                                |                                      |    |                    |                                  |                                |
| 6.                                                |                                      |    |                    |                                  |                                |
| 7.                                                |                                      |    |                    |                                  |                                |

Attach additional sheet if required.

## Declaration

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

|                       |  |      |  |
|-----------------------|--|------|--|
| Candidate's signature |  | Date |  |
|-----------------------|--|------|--|