

POLICY ON RECOGNITION OF PRIOR LEARNING (RPL)

Policy Owner:	Curriculum Development and Support
Responsible Executive Office:	Teaching, Learning and Technology
Policy Type:	Academic Policy

This policy and its rules, guidelines and procedures replace all previous policies and/or circulars on Recognition of Prior Learning (RPL), Equivalence and Status.

1. POLICY STATEMENT

It is the policy of Tshwane University of Technology to implement Recognition of Prior Learning (RPL) strategies in accordance with the statutory requirements in order to promote access to higher education and, in particular, to accelerate the redress of past unfair discrimination.

2. DEFINITIONS

In this document, unless otherwise indicated –

“Accredited Higher Education Institution” means one of the following:

- A South African public higher education institution.
- A private provider of higher education, registered with the Registrar of Private Higher Education Institutions.
- International accredited institutions of higher education, which are accredited by their governments as higher education institutions.
- A Technical and Vocational Education and Training (TVET) College registered with the Department of Higher Education.

“Accredited programme/qualification” means the accreditation or recognition status granted to a learning programme/qualification for a stipulated period of time after an evaluation by the relevant quality assurance entity that indicates it meets the required minimum standards of quality.

“Advanced standing” means the status granted to a learner for admission to studies at a higher level than the learner’s prior formal studies would have allowed, including exemption where applicable. In the context of this policy, the application types “admission without a National Senior Certificate” and “advanced admission” are considered to be “advanced standing”.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

“**Applicant**” means a person who applies for or intends to apply for RPL or any other application in terms of this policy. An applicant may be a current registered student (part-time or full-time) or a potential student.

“**Entry-level qualifications**” means first level of qualifications on the Higher Education Qualifications Sub-Framework (HEQSF), and they commence on level five (5) of the HEQSF. They include qualifications such as Higher Certificates, Diplomas, Bachelor degrees and Professional Bachelor degrees.

“**Equivalence**” means an award made to grant an applicant admission to a qualification, based on the fact that the applicant’s qualification is at least 70% equivalent to the prerequisite qualification for a specific programme.

“**Equivalent qualification**” means an accredited qualification, completed at an accredited institution of higher education, which is not identical to the admission requirements of the programme but which is evaluated to be on the same NQF level, and of which the study content overlaps by at least 70% with that of the set admission requirement qualification.

“**Exit-level subject**” (HEQSF) means a subject that is offered at:

- a) NQF level 5 in the Higher Certificate
- b) NQF level 6 in the Advanced Certificate
- c) NQF level 6 in the Diploma
- d) NQF level 7 in the Bachelor’s Degree
- e) NQF level 7 in the Advanced Diploma
- f) NQF level 8 in the Postgraduate Diploma
- g) NQF level 8 in the Bachelor Honours Degree
- h) NQF level 8 in the Professional Bachelor Degree
- i) NQF level 9 In the Master’s Degree
- j) NQF level 9 In the Professional Master’s Degree
- k) NQF level 10 In the Doctoral Degree
- l) NQF level 10 In the Professional Doctoral Degree

“**Formal learning**” means learning that occurs in an organised and structured education and training environment and that is explicitly designated as such. Formal learning leads to the awarding of a qualification or part-qualification registered on the NQF.

“**Informal learning**” means learning completed at any institution other than “accredited institutions of higher education” or any non-credit-bearing learning completed at “accredited institutions of higher education”.

“**Non-formal learning**” means learning (competencies) achieved through life and/or work experience and not via formal qualifications or credits.

“**Prior learning**” means competencies currently held by the applicant, regardless of how, when or where the learning occurred. Such competencies may be attained in a number of ways and include learning obtained through formal, informal and non-formal learning.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

“**Recognition of Prior Learning (RPL)**” means the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.

“**RPL practitioner**” means a person that functions in one or more aspects of RPL provisioning, including policy development, advising, portfolio course design and facilitation, assessment and moderation, administration, monitoring and evaluation, research and development. (In the context of TUT, this term will apply to, amongst others, RPL Faculty Representatives, administration staff responsible for processing of RPL data, academics responsible for assessment of learning for RPL, other persons such as SCRPL members who are involved in RPL functions),

“**Status**” means the recognition granted to an applicant to register for a programme if the applicant is not the holder of the required admission qualification or an equivalent qualification, but is the holder of another qualification on the same NQF level as that of the prerequisite qualification.

“**University**” means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

3. ACRONYMS

EXCO	- Executive Committee
FCTL	- Faculty Committee for Teaching and Learning
HEQSF	- Higher Education Qualifications Sub-Framework
NQF	- National Qualifications Framework
RPL	- Recognition of Prior Learning
SAQA	- South African Qualifications Authority
SCRPL	- Senate Committee for Recognition of Prior Learning
TUT	- Tshwane University of Technology

4. RULES

4.1. General

- 4.1.1 Only registered students shall be allowed to attend class and participate in academic activities, therefore RPL applicants may not be allowed to attend class or participate in academic activities in anticipation of approval of their RPL applications.
- 4.1.2 Not more than 10% of a cohort of students in any programme shall be admitted through an RPL process. The relevant academic department is required to monitor and ensure compliance to this rule.
- 4.1.3 A TUT qualification cannot be awarded solely on the basis of RPL.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

- 4.1.4 Based on RPL, students shall not be exempted from more than 50% of the credits required for a particular qualification, including 50% of the exit-level credits.
- 4.1.5 Students who failed a specific subject/s may not apply for subject RPL for that subject/s for a period of at least three years. After the three-year period has lapsed, the applicant must be able to provide sufficient evidence of learning related to that subject.
- 4.1.6 Applications must be processed as per the procedure indicated in Addendum A.

4.2. Types of applications

- 4.2.1 **Equivalence:** This is an application for admission to a qualification based on the fact that the applicant obtained an equivalent qualification that is at least 70% similar to the prerequisite qualification, as stated in the admission requirements for that programme. (Please refer to definition of “equivalence” and “equivalent qualification”).
- 4.2.2 **RPL for advanced admission:** This is an application for admission where the applicant does not meet the stated admission requirements but wishes to be admitted to a qualification on the basis of RPL. As part of a rigorous assessment process the applicant would need to furnish evidence of exceptional experience, depth and scope before his/her application would be considered. See definition of “advanced standing”.
- 4.2.3 **RPL for entry-level admission with a National Senior Certificate or equivalent qualification:** This is an application for admission into an entry-level qualification where the applicant holds a Senior Certificate, National Senior Certificate, National Certificate (Vocational) or equivalent qualification that fails to meet the specific admission requirements of the intended entry-level qualification. Applicants need to provide evidence of significant and relevant prior learning before applications will be considered.
- 4.2.4 **RPL for entry-level admission without a National Senior Certificate or equivalent qualification:** This is an application for admission into an entry-level qualification where the applicant does not hold a Senior Certificate, National Senior Certificate or equivalent qualification, and where an application is made for RPL to be granted on the basis of work experience, prior learning and maturity. Applicants need to provide evidence of significant and relevant prior learning before applications will be considered.
- 4.2.5 **Status:** This is an application to register for a programme when the applicant does not hold the required admission qualification or an equivalent qualification,

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

but holds another qualification on the same NQF level as that of the prerequisite qualification (See definition of “status”).

- 4.2.6 **Subject RPL:** This is an application for recognition of the specific subject(s) to obtain RPL exemption for that/those subject(s).

4.3. RPL fees

- 4.3.1 Fees for RPL applications are payable as per the official TUT tariff list published on an annual basis.
- 4.3.2 Income generated from RPL fees should, subject to TUT financial policies, be utilised to promote and support RPL activities.

4.4. Responsibilities of the applicant

- 4.4.1 Provide proof/evidence of prior learning and acquired competencies, including all certificates when applying for RPL. Such evidence must be submitted in a language that is in accordance with the University’s language policy.
- 4.4.2 Must submit applications at least six (6) months prior to the intended date of registration.
- 4.4.3 Must adhere to the agreed target dates for submission of evidence, completion of activities, or any other actions required to complete the application process successfully.
- 4.4.4 Applicants who have obtained qualifications outside the Republic of South Africa must include a South African Qualifications Authority (SAQA) Certificate of Evaluation of qualifications presented.

4.5. Responsibilities of RPL Practitioners

RPL Practitioners must:

- 4.5.1 Adhere to the requirements as set out in this policy and as determined by the relevant professional bodies and governance structures. Where professional or other regulatory bodies state specific requirements for RPL practitioners, to be able to assess and/or moderate learning, RPL Practitioners need to ensure that they comply with those requirements.
- 4.5.2 Process applications in a timely, clear and transparent manner.
- 4.5.3 Facilitate the preparation for assessment by providing advice, counselling and support services to assist RPL applicants prior to, during, and after RPL assessment processes.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

- 4.5.4 Where a portfolio of evidence is required, RPL applicants must be provided with the necessary guidelines, criteria and procedures to provide complete and coherent evidence of prior learning.
- 4.5.5 In cases where RPL is not granted, advise applicants as to which alternatives could be considered for further learning.

4.6. Approval of applications

- 4.6.1 Departments, Faculty FCTLs/EXCOs, Faculty Boards and SCRPL shall only recommend specific decisions in terms of this policy. In contrast, Senate approves or rejects the recommendations.
- 4.6.2 All applications submitted to Senate must first be evaluated and recommended by SCRPL.

4.7. Assessment for RPL

- 4.7.1 Assessment for RPL must focus on previously acquired competencies, not on current teaching and learning practices.
- 4.7.2 Assessments must be based on the required competencies and not on acquired experience alone.
- 4.7.3 At least two assessment methods shall be used for RPL assessments as indicated in the RPL Reference Guide, unless otherwise recommended by SCRPL and approved by Senate. A combination of integrated methods must be used. Examples are portfolios of evidence, oral or written examinations, demonstrations, simulations, practical examinations, etc.
- 4.7.4 The methods of prior learning assessment must be determined with due consideration to the nature of the required learning outcomes against which the learning will be assessed. It is the responsibility of the relevant programme team to decide which method (or combination of methods of assessment) would be most appropriate.
- 4.7.5 Academic staff members (subject matter experts) who have appropriate RPL knowledge and/or experience must conduct assessments.
- 4.7.6 As required by the Policy on Assessment and Moderation, all exit-level assessments and exit-level subject assessments must be moderated by an external moderator.
- 4.7.7 To ensure students' success, specific conditions that applicants have to meet as part of the requirements of an application may be stated. Applications may therefore be recommended and approved with conditions. Subject to the type of

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

application, applicants may be required to fulfil the condition prior to or concurrent with registration. Note that this rule is not applicable to Subject RPL applications.

4.8. Administration and record-keeping

- 4.8.1 The RPL Office shall ensure that the outcomes of Senate decisions regarding RPL matters are communicated in writing to departments and all relevant stakeholders and, where applicable, such decisions are implemented. Communication from the RPL Office is the only official communication and no other persons should communicate results to applicants.
- 4.8.2 No distinction, other than that required for data analysis, shall be made between records of learner credits obtained as a result of RPL processes, and those obtained via conventional means.
- 4.8.3 TUT shall record data relating to RPL achievements and submit it to the Council on Higher Education or any other professional or regulatory body as required. Data will be maintained under strict conditions of confidentiality, and may not be shared with any individuals not directly involved in the recording of the data or who are not authorised as such by TUT.
- 4.8.4 The RPL office must provide an annual schedule, before the start of the academic year, indicating which SCRPL recommended applications will serve at which SENEX or Senate meeting to enable relevant parties to plan accordingly.
- 4.8.5 When applications for Subject RPL are approved, results on the academic record shall be reflected as “RPL exemption” and no marks will be allocated.

4.9. Appeals

- 4.9.1 Appeals should be submitted within 10 working days after the applicant was informed, in writing, of the outcome of the application.
- 4.9.2 Appeals should be submitted on the prescribed form and must be processed as per Addendum B to this policy.
- 4.9.3 An applicant may appeal against a decision if s/he feels dissatisfied with the process or assessment decision. The appeal process for RPL matters does not aim to replace any other appeal mechanisms at TUT, but rather to provide a service by means of which RPL matters can be addressed and decisions can be expedited.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

- 4.9.4 The Chairperson of SCRPL must recommend persons to serve on the appeal panel and ensure that the seniority of the members reflect the level of the appeal. Membership of the appeal panel should comprise the following (as a minimum):
- a) A senior TUT manager (at least a Dean, Director, or equivalent position), and who has not been involved in the initial decisions that led to the appeal. This person will act as the coordinator of the panel.
 - b) Representative from the RPL office/Registrar's environment.
 - c) Representative of the faculty/department where the application is lodged.
 - d) Any other person/s who, in the discretion of the Chairperson, may add value to the deliberation.
- 4.9.5 Appeals may be submitted on the following grounds:
- a) Substantive: Where the applicant does not agree with the decisions taken.
 - b) Procedural: Where, in the applicant's view, the prescribed procedures were not followed.
- 4.9.6 Subject to the reasons for the applicant's submission of an appeal, the role of the appeal panel shall be to consider the evidence and grounds for appeal and to then decide whether the appeal is "granted" or "not granted". A detailed motivation as to the reason/s why the appeal is "granted" or "not granted" must be provided.
- 4.9.7 The coordinator of the panel must ensure that all communication as specified in Addendum B is circulated as required.
- 4.9.8 Where an appeal is granted, the coordinator of the appeal panel must ensure that the relevant body considers the application involved.

5. DOCUMENTS

This policy should be read in conjunction with:

- 5.1 Teaching, Learning and Technology Strategy for TUT
- 5.2 TUT Prospectus Part 1: Students' rules and regulations
- 5.3 RPL Reference Guide
- 5.4 Policy on Credit Accumulation and Transfer
- 5.5 TUT Language Policy
- 5.6 Procedures

The following procedures are applicable to this policy:

- 5.6.1 Addendum A: RPL application process
- 5.6.2 Addendum B: RPL appeal process

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

5.7 Forms


- 5.7.1 RPL01: Application for Recognition of Prior Learning/ Equivalence/ Status/ Subject RPL.
- 5.7.2 RPL03 : RPL Submission to Senate for Application for Recognition of Prior Learning / Equivalence / Status
- 5.7.3 RPL05: Applicant Appeal against RPL, Equivalence or Status decision.

6. SIGNATURES



V M GWENYA (Adv)
CHAIRPERSON OF IPDC

27/11/2020
Date



LR VAN STADEN (Prof)
CHAIRPERSON OF EMC AND SENATE

27/11/2020
Date



CHAIRPERSON OF COUNCIL
T MANYONI (Mr)


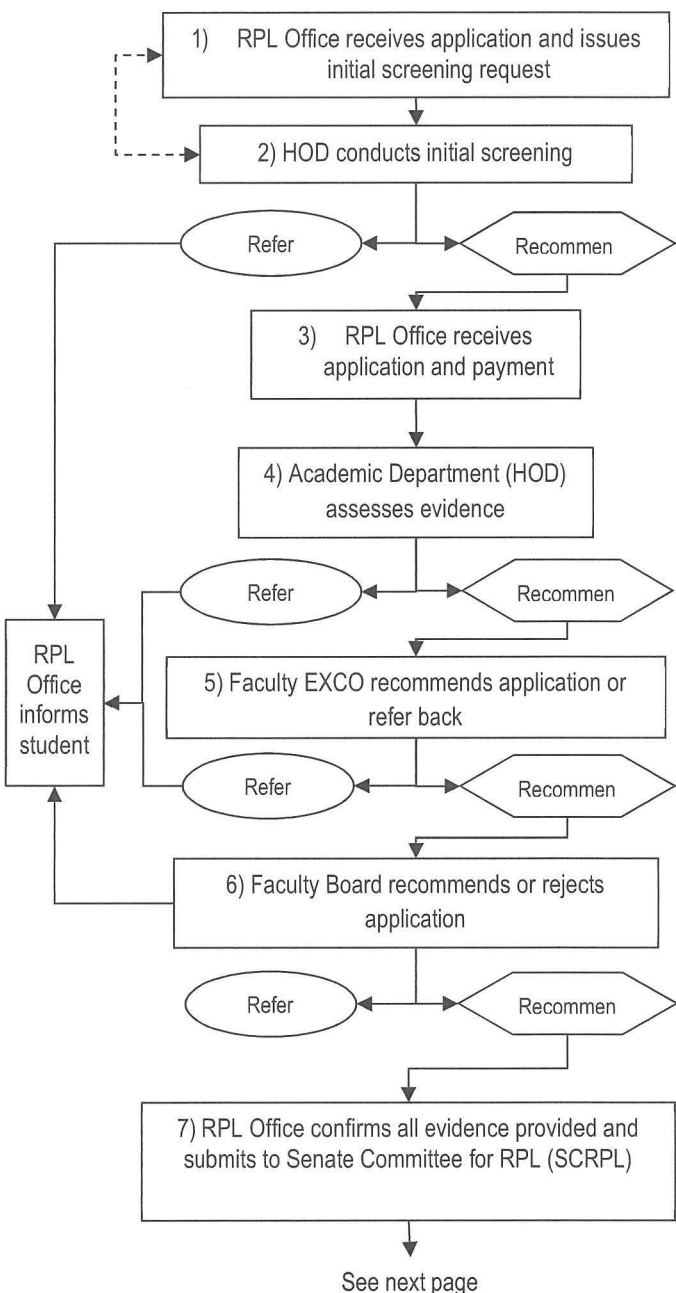
27/11/2020
Date

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY


7. POLICY DATES

Date Issued:	2012	Consultation Dates: – Stakeholder(s) – TUT Staff Members	2019/09/30
Issue Number:	2	Date checked by: – Legal Services – Language Editing Services	2020/06/22 2020/06/23
Date Reviewed:	2019	Date approved by Executive Responsible Officer:	2018/10/25
Effective Date:	2020	Date approved by: – SCTL – IPDC – EMC – Senate – Council	2020/02/19 2020/06/22 2020/08/04 2020/11/09 2020/11/27
Scheduled Review Date:	2023	Date posted on the Policy Repository:	December 2020

Addendum A

 <p>Tshwane University of Technology <i>We empower people</i></p>	<p>Rectorate: TLT Directorate: HEDS Directorate: CDS Process: Application for RPL</p>	<p>Procedure: Application for RPL Date: 2019-09-11</p>		
<p>Purpose of procedure: To provide an outline of the applicable procedure to apply for RPL</p>				
<p>Scope of procedure: Submission and processing of applications for RPL</p>				
<p>Definitions: As per policy on RPL</p>				
Input	Flow diagram	Output	Docs	Who
1. Application and initial screening request		None	Screening request	RPL Office
2. HOD initial screening Note: Step 2 may precede step 1. Formal process starts with step 1		Decision on application: refer back or recommend	Screening request and report	HOD
3. Application payment and screening report from HOD		Receipt to applicant	Receipt	RPL Office
4. Application and relevant documents		Decision on application: refer back or recommend	HOD report	HOD
5. Report from HOD		Decision on application: refer back or recommend	Faculty EXCO decision and report	Faculty EXCO
6. Report from Faculty Exco		Decision on application: refer back or recommend	Faculty Board decision and report	Faculty Board
7. Faculty and HOD Reports		Combined evidence for application	Evidence documents	RPL Office

Addendum A

 <p>Tshwane University of Technology <i>We empower people</i></p>	<p>Rectorate: TLT Directorate: HEDS Directorate: CDS Process: Application for RPL</p>	<p>Procedure: Application for RPL Date: 2019-09-11</p>		
<p>Purpose of procedure: To provide an outline of the applicable procedure to apply for RPL</p>				
<p>Scope of procedure: Submission and processing of applications for RPL</p>				
<p>Definitions: As per policy on RPL</p>				
Input	Flow diagram	Output	Docs	Who
<p>8. Evidence documents and application</p>		<p>Decision on application: refer back or recommend</p>	<p>Minutes of meeting and list of recommended or "refer back" applications</p>	<p>SCRPL</p>
<p>9. List of recommended or "refer back" applications</p>		<p>Decision on application: refer back or approved</p>	<p>List or approved and "refer back" applications</p>	<p>Senate / SENEX</p>
<p>10. List of recommended or "refer back" applications</p>		<p>Communication with student and Department and/or implement decision where applicable</p>	<p>Communication documents</p>	<p>RPL Office</p>



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**SUBMISSION TO SENATE FOR APPLICATION FOR
RECOGNITION OF PRIOR LEARNING / EQUIVALENCE / STATUS**

SECTION 1: PERSONAL INFORMATION

Faculty:		Department:		Date:
Surname:	Initials:	Student no <i>(if applicable):</i>	ID/Passport no:	
Telephone no: ()		Cell phone no:		E-mail:
Previous submission/s to SCRPL: Yes ___ No ___	If yes provide details:			

SECTION 2: REQUEST

Equivalence:	RPL for advanced admission:	Subject RPL:
RPL for entry level admission (WITH Grade 12):	RPL for entry level admission (WITHOUT Grade 12):	Status :
Name of intended qualification / programme	Qualification / programme code	Admission requirements for intended programme (as per Prospectus)

Explain in detail what the applicant lacks in relation to the stated admission requirements and why Senate approval is required:

Justification for application:
Is this application exceeding 10% Cohort Yes ___ No ___ If yes, provide details:

SECTION 2a (Note: To be completed ONLY if RPL is required for specific subjects/modules)

No	Subject/module name	Subject code	NQF level	Credits
1)				
2)				
3)				

SECTION 3: FORMAL QUALIFICATIONS OBTAINED

No	Name of qualification	NQF Level	Duration of qualification (years)	Institution where obtained	Country where obtained	Year awarded
1)						
2)						
3)						

SECTION 4: ASSESSMENT

Assessment methods (two minimum in the case of RPL & Status)	Assessment panel (Assessors two minimum)						
	Title	Initials	Surname	Internal/ External (indicate institution)	Outcome		Report (Addenda)
					Pass	Fail	
1)							
2)							
3)							
4)							

EXTERNAL MODERATOR (if applicable)

Title:	Name:	Institution:	Highest Qualification:
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SECTION 5: PROVISIONS/CONDITIONS


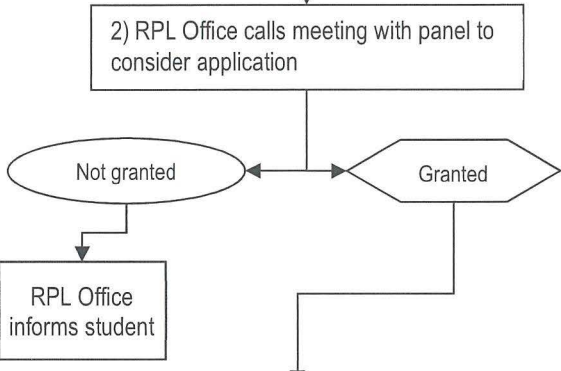
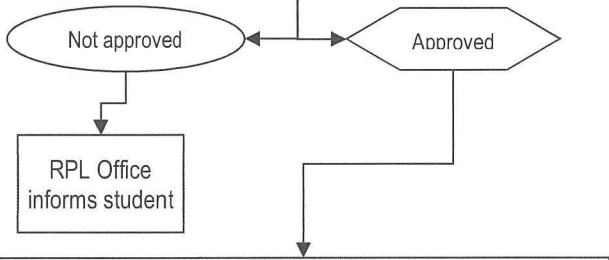
Any conditions or provisions regarding the application (e.g. proficiency course)? Yes ___ No ___ If yes, provide detail:

SECTION 6: RECOMMENDATION

It is recommended that :

SECTION 7: APPROVALS

	Yes	No	Signature	Date		Yes	No	Signature	Date
Department				.	Faculty Board				
FCTL				.					

 <p>Tshwane University of Technology We empower people</p>	<p>Rectorate: TLT Directorate: HEDS Directorate: CDS Process: RPL</p>	<p>Procedure: Appeal process for RPL applicants Date: 2019-09-11</p>				
<p>Purpose of procedure: To provide an outline of the procedure required to appeal against RPL decisions</p>						
<p>Scope of procedure: Processing of appeals in terms of RPL decisions</p>						
<p>Definitions: As per policy on RPL</p>						
Input	Flow diagram			Output	Docs	Who
<p>1. Applicant submits appeal</p>	<p>1) RPL Office receives application for appeal</p>			<p>None</p>	<p>Appeal forms</p>	<p>Applicant and RPL Office</p>
<p>2. Panel reviews application</p>	 <pre> graph TD A[1) RPL Office receives application for appeal] --> B[2) RPL Office calls meeting with panel to consider application] B --> C{ } C -- Not granted --> D[RPL Office informs student] C -- Granted --> E[3) RPL office re-submits the application to the relevant body/committee] </pre>			<p>Decision on appeal: grant appeal or do not grant appeal</p>	<p>Appeal forms</p>	<p>Appeal review panel</p>
<p>3. Appeal submitted for decision</p>	 <pre> graph TD F[3) RPL office re-submits the application to the relevant body/committee] --> G{ } G -- Not approved --> H[RPL Office informs student] G -- Approved --> I[4) RPL office processes application to the next level as required.] </pre>			<p>Decision on re-submission on grounds of appeal</p>	<p>Appeal forms</p>	<p>Relevant body or committee</p>
<p>4. Process "granted" appeal</p>	<p>4) RPL office processes application to the next level as required.</p> <p>Application processed as per standard procedures in this policy</p>			<p>Processing of RPL application</p>	<p>RPL and appeal form</p>	<p>RPL Office</p>



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**APPLICANT APPEAL AGAINST RPL, EQUIVALENCE OR STATUS
DECISION**

SECTION 1: PERSONAL INFORMATION

Faculty:		Department:	
Surname:		Initials:	Student no (if applicable):
Telephone no: ()	Cell phone no:		E-mail:

SECTION 2: JUSTIFICATION FOR APPEAL

I, the abovementioned, herewith appeal against the decision taken regarding my application as detailed in the attached RES 1/3 form. My appeal is based on the following (mark the appropriate box with an "X"):

<input type="checkbox"/>	Substantive: I do not agree with the decision taken. <i>(In the space below, explain why in disagreement).</i>
<input type="checkbox"/>	Procedural: It is my opinion that the prescribed procedures were not followed. <i>(In the space below, explain what procedures were not followed).</i>
<input type="checkbox"/>	New evidence: I have new evidence to support my application. <i>(In the space below, specify what new evidence is provided and attached to this form).</i>

Motivation for appeal: Use this space to motivate the appeal, or attach separate document to this form:

Signature:	Date:
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For office use only: Note that the RES 1 and RES 3 forms must be attached to this appeal.

SECTION 3: REVIEW BY APPEAL PANEL *(Indicate whether the appeal request was accepted or rejected).*

APPEAL PANEL	Granted <input type="checkbox"/>	Not granted <input type="checkbox"/>	Signature	Date
Panel members / Surname	Initials	Title	Position	Capacity in which panel member is attending.

Justification for decision

SECTION 4: DECISIONS ON APPEAL *(Note that only the relevant sections below must be completed as required. Refer to the RPL policy for more information).*

4.1 DEPARTMENT	Granted <input type="checkbox"/>	Not granted <input type="checkbox"/>	Signature:	Date:
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Motivation for decision:

4.2 FACULTY BOARD	Granted <input type="checkbox"/>	Not granted <input type="checkbox"/>	Signature:	Date:
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Motivation for decision:

4.3 RPLSC	Granted <input type="checkbox"/>	Not granted <input type="checkbox"/>	Signature:	Date:
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Motivation for decision:

4.4 SENATE	Granted <input type="checkbox"/>	Not granted <input type="checkbox"/>	Signature:	Date:
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Motivation for decision:

 Tshwane University of Technology <i>We empower people</i>		APPLICATION FOR RECOGNITION OF PRIOR LEARNING / EQUIVALENCE / STATUS/ SUBJECT RPL				
SECTION 1: PERSONAL INFORMATION						
Student Number (if applicable):				ID Number/Passport :		
Title:		Surname:		Initials:		
Telephone:				Cell phone:		
E-mail:				Fax:		
Postal address				Previous submission/s for RPL, Equivalence, Subject RPL or Status: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide details:		
Postal code:						
SECTION 2: FORMAL QUALIFICATIONS OBTAINED						
No	Name of qualification	NQF Level	Duration of qualification (years)	Institution where obtained	Country where obtained	Year awarded
1)						
2)						
3)						
4)						
SECTION 3: REQUEST(tick one)						
Equivalence: <input type="checkbox"/>		RPL for advanced admission: <input type="checkbox"/>		*Subject RPL: <input type="checkbox"/>		
RPL for entry level admission (WITH Grade 12): <input type="checkbox"/>		RPL for entry level admission (WITHOUT Grade 12): <input type="checkbox"/>		Status : <input type="checkbox"/>		
Have you previously registered for the subject you are applying subject RPL for: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate the year: Note that RPL applications must be submitted at least six (6) months prior to the intended date of registration, as RPL Application process takes +- six (6) months to complete.						
* An assessment fee of R669.00 is payable per subject when applying for Subject RPL If application is for subject RPL, indicate the subject name and quote.						
Name of intended qualification / programme:						
Justification for application :						
SECTION 4: DOCUMENTATION AND PAYMENT						
Note: The following documents must be attached before this application may be processed:						
1) A Curriculum Vitae with job descriptions must be included and a letter confirming your employment. 2) Certified copies of certificates, qualifications and ID.			3) Comprehensive academic record of qualifications obtained. Abbreviated records will not be accepted. 4) Proof of payment of administration fee (R329-00).			
Payments must be made at: 1) TUT Cashiers: Use code B102/0206, or 2) any ABSA Branch – Account No: 04000 0003, Reference: B102/0206 + Student name or number						
SECTION 4: SIGNATURE						
By signing an RPL application form, a student submits himself/herself to the rules and regulations of TUT. The rules and regulations are accessible at www.tut.ac.za or copies can be obtained at the TUT Information Office. I, the undersigned, herewith agree to complete all assessments and/or submit all required documents within a period of six (6) months of this application. I note that by failing to do so, my application will be withdrawn and I will have to submit a new application and pay the required fees again to initiate a new application.						
Applicant signature:				Date: Click for date.		
SECTION 5: Office use only						
Payment received on (date):				Signature:		
Submit electronic copies to: rpl@tut.ac.za , mashalm@tut.ac.za						