

Recognition of Prior Learning (RPL)

Additional information guide for Diploma / Advanced Diploma in Hospitality Management and Hotel Management/ Food and Beverage / Professional Cookery

Dear RPL applicant,

Welcome to the first step in the RPL process. CPUT would like to you to complete this form guiding you in providing additional information for your application into the following courses at the Cape Town Hotel School. Namely Diploma or Advanced Diploma in Hospitality and Hotel Management / Food and Beverage / Professional Cookery. The answers you give here and the information your attach will inform the academic department of the learning throughout your life. We are interested in all you learning; formal, informal and non-formal. When completing this form, please remember that we don't know you and you need to give us as much information as possible, as clearly as possible.

Please complete this form¹ and save it as a PDF file with your name in the filename and email it to rpl@cput.ac.za You are also required to email:

- complete a CPUT undergraduate application form electronically, also saved in PDF,
- a certified (not more than 3 months old) and scanned copy of your ID.
- Proof of payment of the R 100 Administration fee via EFT
- Detailed CV emphasising your learning, and
- Certified copies of any certificates you might have.
- If you are a member of a professional body attach proof of your membership

A. PERSONAL INFORMATION

| | |
|---|---|
| Title | |
| Surname | |
| Name(s) | |
| ID number | |
| Postal Address | |
| Cell phone number | |
| Work telephone | |
| Work e-mail address | |
| Alternative e-mail | |
| *** For biographical and statistical reporting *** Please indicate "X" next to your answer | |
| Gender | Female <input type="checkbox"/> Male <input type="checkbox"/> |
| Population group | African <input type="checkbox"/> Coloured <input type="checkbox"/> Indian / Asian <input type="checkbox"/> White <input type="checkbox"/> |
| Disability | Hearing <input type="checkbox"/> Mental <input type="checkbox"/> Physical <input type="checkbox"/> Sight <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Nationality | South African <input type="checkbox"/> Other, please specify: <input type="text"/> |

¹ To complete this form electronically in PDF, click on "Tools", "Edit", "Add text" and type your answers in the spaces provided.

B. RPL APPLICATION TYPE

| Type of RPL Application: | | | Qualification for RPL: |
|--------------------------|--|--|--|
| Access | | | Diploma: Hospitality Management and Hotel Management NQF6 |
| Access | | | Diploma: Hospitality Management and Food and Beverage NQF6 |
| Access | | | Diploma: Hospitality Management and Professional Cookery NQF 6 |
| Access | | | Advanced Diploma: Hospitality Management and Hotel Management NQF7 |
| Access | | | Advanced Diploma: Hospitality Management and Food and Beverage NQF7 |
| Access | | | Advanced Diploma: Hospitality Management and Professional Cookery NQF7 |

C. MOTIVATION FOR RPL APPLICATION

C.1. Explain why you are applying for RPL. (500 words)

C.2. Explain why you want to study in the Hospitality Field? (250 words)

C.3. Describe how your career has developed from beginning to date. (500 words)

C.4. Where do you see yourself in 5 years from now? (500 words)

D. EMPLOYMENT HISTORY

| Name of company | Job title | Key performance areas (main duties) | Employment dates: e.g. 1 Jan 2005 – 31 Dec 2007 |
|------------------------|------------------|--|--|
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F. RE-ADMISSION AFTER AN ABSENCE OF 10 YEARS AT CPUT (OR FEEDER INSTITUTIONS)

Only complete this section if you are a returning student after more than 10 years.

If you did not complete your studies at CPUT, with a time lapse of more than 10 years, you are required to apply for RPL. As CPUT we use the RPL process to determine how best we can re-admit you to CPUT and assist you in the completion of your qualification.

Highlight the work you have done since you suspended your studies at CPUT

What did you do in the past years to keep your knowledge up to date in your field of discipline?

G. Anything else you would like to add to your RPL application?

Thank you for submitting information about yourself. If you have any questions or concerns, please email rpl@cput.ac.za