

Recognition of Prior Learning (RPL)

Additional information guide for Management and Project Management

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 management or project management. 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 your 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. The Department Management and Project Management will evaluate the initial information submitted with the application and decide what form of RPL is applicable to the candidate. If a POE (Portfolio of Evidence) is required to complete the RPL application, the candidate will be invited to submit a POE according to the requirements of the qualification he/she has applied for

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,
- Your job description
- Letter of support for your studies from your employer
- Academic transcripts of any studies that you have undertaken and
- Certified copies of any certificates you might have.

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	Male		
Population group	African	Coloured	Indian / Asian	White
Disability	Hearing	Mental	Physical	Sight Not applicable
Nationality	South African	Other, please specify:		

¹¹ To complete this form electronically in PDF, click on "Tools", "Edit", "Add text" and type your answers into the spaces provided.

C.2. Describe how your career has developed from beginning to date. (500 words)

C.3. Where do you see yourself in 5 years from now? (500 words)

C.4. What is the position you hold in your company? (200 words)

C.5 Stipulate in detail the tasks you perform as linked to your job description. (300 words)

D. EMPLOYMENT HISTORY

Name of company	Job title	Key performance areas (main duties)	Employment dates: e.g. 1 Jan 2005 – 31 Dec 2007

E. SPECIFIC MANAGEMENT/PROJECT MANAGEMENT WORKPLACE EXPERIENCE

Managerial Function(s)	"X" if relevant to you	How many years did you do this?	In which company did you do this?
MANAGEMENT			
FINACIAL MANAGEMENT			

PROJECT MANAGEMENT			
COMMUNICATION			
COMPUTER SKILLS AND SOFTWARE			

F. ADDITIONAL TRAINING & DEVELOPMENT

Course	Provider / Institution	Course dates: e.g. 1 Feb – 31 March 2010	Certificate / qualification date issued	Major Subjects passed

G. 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.

G.1 Highlight the work you have done since you suspended your studies at CPUT (200 words)

G.2. What did you do in the past years to keep your knowledge up to date in your field of discipline?

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