

Recognition of Prior Learning (RPL)

Additional information guide for Qualifications in Human Resource 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 Diploma in Retail Business Management. The answers you give here and the information you 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: _____

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

B. RPL APPLICATION TYPE

Please indicate "X" next to your answer on the **left** side.

Type of RPL Application:			Qualification for RPL:	
<input type="checkbox"/>	Access	<input type="checkbox"/>	Subject Exemption	Diploma: Human Resource Management
<input type="checkbox"/>	Access	<input type="checkbox"/>	Subject Exemption	Advanced Diploma: Human Resource Management
<input type="checkbox"/>	Access	<input type="checkbox"/>	Subject Exemption	Advanced Diploma: Human Resource Development

C. MOTIVATION FOR RPL APPLICATION

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

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)

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 HR WORKPLACE EXPERIENCE

HR Function(s)	“X” if relevant to you	How many years did you do this?	In which company did you do this?
Strategic HRM			
Talent Management			
HR Risk Management			
Workforce Planning (recruitment & selection)			
Learning & Development			
Performance Management			
Reward & Remuneration			
Employee Relations			
Employee Wellness (including EAP)			
Safety, health and environment			
Organisational Development			
HR Information Systems / Technology			
HR Administration			
HR Generalist			

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.

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?

Please attach your academic record from the time when you were as student. If you don't have it please go to: <https://www.cput.ac.za/services/agc> to request your academic transcript.

H. PROFESSIONAL BODY REGISTRATION

Are you registered as an HR practitioner with a professional body?	Yes	No
Are you registered with the South African Board for People Practices?	Yes	No
If not, what other professional body are you registered with?		
<i>Indicate your professional level of registration:</i>	Make an "X" in the box	
Master HR Professional (MHRP)		
Chartered HR Professional (CHRP)		
HR Professional (HRP)		
HR Associate (HRA)		
HR Technician (HRT)		
HR Candidate (HRC)		

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

A large empty rectangular box provided for the applicant to add any additional information to their RPL application.

Thank you for applying for RPL at CPUT. If you have any questions, please email rpl@cput.ac.za