

Recognition of Prior Learning (RPL)

Additional information guide for Diploma in Public Administration

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 Diploma in Public Administration. 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 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.

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.

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: _____

B. RPL APPLICATION TYPE

Type of RPL Application:			Qualification for RPL:
	Access	Subject Exemption	Diploma: Diploma in Public Administration
	Access	Subject Exemption	Advanced Diploma: Advanced Diploma in Public Administration

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

C. MOTIVATION FOR RPL APPLICATION (Type your answers into the blocks below)

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? (300-500 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 PAG Diploma in Public Administration WORKPLACE EXPERIENCE

Public Administration and Governance Function(s)	“X” if relevant to you	How many years did you do this?	In which company did you do this?
<p>Orientation to Government Studies</p> <ul style="list-style-type: none"> • SA Gov & Politics Define concepts related to governance and Pub Admin, understand development of the discipline Pub Admin, be exposed to the administrative and management functions in the field of Pub Admin, understand the systems and management approaches. • SA Gov Structure Understand 3 spheres of gov + roles and functions, be orientated to the executive, parliament and the proportional representation in SA. • SA Governance: Context Discuss the actors in governance, elaborate on the context of governance. • Processes and Policies Discuss public policy-making, elaborate on public participation in South Africa, understand the actors and their roles in governance, understand political parties and elections, understand and apply the role of Community Values in the Policy Process, understand the political economy of SA in a global context. • Constitutionalism Understand the notion of constitutionalism, understand and discuss the separation of powers, understand the Bill of Rights, be aware of values ethics in public sector, discuss public protection against violation of human rights. 			
<p>Communication 1</p> <ul style="list-style-type: none"> • Demonstrate sufficient knowledge regarding inter-personal and intercultural communication to communicate effectively with other. • Research and share information regarding other cultures in a sensitive, respectful and knowledgeable manner. • Write an academic essay, use the appropriate layout, style and referencing method, research sources and evaluate information for academic purpose as well as for personal reasons 			

<ul style="list-style-type: none"> • Understand the role and function of organisational communication • Use meeting terminology correctly, prepare the associated documentation such as the notice and agenda and write minutes of a meeting • Communicate competently in writing with the different role players in industry in various forms. • Understand the concept of corporate identity and show an awareness of how competent professional writing would enhance the image of the business/organisation itself • Write a logical, cohesive report in a professional and objective style • Deliver, confidently and professionally, a well-prepared oral presentation using visual aids. 			
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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. (300 words)

What did you do in the past years to keep your knowledge up to date in your field of discipline? (300 words)

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 obtain your academic transcript

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

Thank you for applying for RPL and submitting information about yourself. If you have any questions or concerns, please e-mail rpl@cput.ac.za.