

Recognition of Prior Learning (RPL)

Additional information guide for the Diploma in Event 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 the Diploma in Event 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 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"/>

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

Type of RPL Application:			Qualification for RPL:
Access		Subject Exemption	Diploma: Event Management

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. (700-500 words)

C.3. Where do you see yourself in 5 years from now? (700-500 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 EVENT MANAGEMENT WORKPLACE EXPERIENCE

Event Function(s)	"X" if relevant to you	How many years did you do this?	In which company did you do this?
<p>Communication</p> <p>This subject focuses on the study of human communication in a variety of formats, media and contexts. Content includes instruction in the theory and practice of interpersonal, group, organisational, professional and intercultural communication; speaking and listening; reading and writing; as well as verbal and non-verbal interaction; argumentation and persuasion; technologically mediated communication and various contextual applications. Given the importance of language as a code for effective communication, academic literacy has also been integrated into the Communication I curriculum.</p>			

<p>Business Computer Applications</p> <p>Understand and be able to use the different components of Communication and Information Technology; understand and be able to use the Desktop Environment within the current Operating system; be able to use communication and research technologies in world wide web environment on desktop and mobile technology; and be able to use the Microsoft Office Applications individually and integrate within applications.</p>			
<p>Event Operations Management I</p> <p>Travel & tourism operations related to local event tourism; The role of event impact assessment; Destination knowledge of the Western Cape; Cultural Knowledge of the Western Cape; Customer Care & Communication Management; Organisations in the event industry, South Africa & Global; Stakeholders & services providers in the event industry; Assisting clients with special needs (disability market); Introduction to event sponsorship; Event Participant Management; Decision (bidding) Processes.</p>			
<p>Event Business Management I</p> <p>Management principles; Budgets and Budgeting Process; Cash Flow Management; Human Resource Management (Process, Organizational Structure and Workforce Relation); Procurement Management (Introduction); Accounting (Basic, Key Financial Statements).</p>			
<p>Event Project Management I</p> <p>Utilising EMBOK (phases, processes, domains) as foundation to the event project; the project triangle and event phases; the areas of management and the process of of event project management; the project initiation and planning phase. Introduction to project management principles.</p>			
<p>Event Planning and Practice I</p> <p>Conceptualization of the event; The event management process; Planning the event; Organising the event and practical staging/implementation of the event which has been planned. Toolkit in staging the event; Theoretical Hospitality and venue management principles; Design domain relating to the event hosted by first years</p>			
<p>Event Operations Management II</p> <p>Risk Management techniques and tools; Identify hazards, control plans and procedures; Event Design Risk Management; Compliance Management; Security Management; Emergency Management; Disaster Management; Health and Safety Management; Legal and Ethics Management; Insurance Management; and Event</p>			

Legislation and Policy Evaluation; Product knowledge of national and international events.			
Event Business Management II Entrepreneurship; Introduction to Business Law; Systems Management; Information Management			
Event Marketing II The event marketing mix, event marketing planning, Event market segmentation, target marketing and positioning; Event marketing research; consumer behaviour; developing and maintaining community and stakeholder relationships; coordinating the production of event marketing materials; conducting a financial analysis of marketing strategies; contingency planning.			
Event Project Management II Project scoping and event project management risks and constraints; critical path analysis, Gantt charts, breakdown of tasks and network diagrams. EMBOK as project management framework for the event executing phase, the event controlling phase, project resources and quality and project accounting and evaluation for project management.			
Event Planning and Practice II Event Management Body of Knowledge(EMBOK); Plan and manage meetings; Manage event staging; EMBOK; On site event management services provision; Select event venues and sites; Create, update and use production reference documents; Organise and facilitate rehearsals; Resource requirements for total production; Establish and manage production resources; Address copyright and legal requirements; Develop conference/workshop conferences; programmes and an overview of conceptualising; Planning and staging an event according to the event management process of research; Design, planning, Coordination and evaluation in EMBOK.			
Event Operations Management III Compiling an event risk strategy; Analysing event legislation and policy; and Operations management strategies including audience management, volunteer management, infrastructure, logistics & site management, transport management, programme design management, production elements as well as technical production management.			
Event Business Management III Entrepreneurship; Contract Law (Employment Legalities, Contract Administration, Etc); Systems Management; Information Management.			

<p>Event Marketing III</p> <p>Marketing plan management; sponsorship management; public relations and media management, hospitality management (corporate hospitality); promotion & sales management; merchandising and material management.</p>			
<p>Event Planning & Practice III</p> <p>Event Management Body of Knowledge domains (EMBOK) and core values (integration, ethics, continuous improvement, strategic thinking, creativity); Practically conceptualise, plan and stage a two-tiered event through process of research, design, plan, coordinate and evaluate; Organise and manage event infrastructure; Manage event, facility and production equipment acquisition and maintenance; Event contingency planning; and manage event venue services and provide on-site management services.</p>			
<p>Event Management Workplace-Based Learning</p> <p>Students to be placed at one events related work station for 6 months; whilst gaining structured invaluable work experience through on-the-job training under mentorship at the workplace, the student will document their experiences and compile a portfolio of evidence to be submitted upon their return while lecturers will be responsible for workplace visits and integrated assessments in partnership with on-site mentors.</p>			

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 obtain your academic transcript

H. 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