Cape Peninsula
University of Technology

Recognition of Prior Learning (RPL) process for returning students after 10 years or more.

If you studied at CPUT 10 or more years ago, and you did not complete your qualification, the validity of the subjects you did pass has lapsed (Student Rule Book). If you would like to complete your qualification you are required to get permission from the University to return. The RPL Process is used to facilitate this process. For more information about RPL please read the RPL pages: http://cput.ac.za/study/rpl

For the first step in the RPL process, you are required to submit information about yourself in a portfolio of evidence as explained below. Submitting information about yourself and your work experience provides you with an opportunity to demonstrate the relevance of your career compared to the *current qualification*. If your current knowledge is relevant to the qualification, the RPL process can continue.

In recent years CPUT has implemented the HEQSF aligned qualifications resulting in new qualifications being offered. The qualification you were registered for 10 or more years is no longer offered. Go to the CPUT website www.cput.ac.za and familiarise yourself with the new qualifications.

When you are ready to undertake your studies again and you have identified which qualification has replaced the old one you were busy with, please compile the portfolio as requested in this document. Once you have all the documentation together, email it to the RPL unit rpl@cput.ac.za. Please do so by mid-year at the latest.

Once received the RPL Unit in consultation with the academic department will evaluate your submission. You will be given feedback; you might be asked for more information, you might be asked to participate in an interview, but you will be informed if required.

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1) Present evidence for RPL purposes

When applying for RPL in terms of the 10-year rule, you as a returning student to CPUT have to explain how your knowledge, competencies and skills developed since you dropped out, making you a suitable RPL candidate. Put your portfolio together in a logical, clear and informative manner. Remember, your portfolio goes to an academic department, where not everyone remembers you or knows you! The CPUT will treat all information submitted with the highest confidentiality.

Provide CPUT with information clary marked in PDF format and electronically. Put you name, contact details and the RPL you are applying for on the cover. Include an executive summary of less than a page, introducing yourself and explaining why you want to complete your qualification. Explain briefly how the RPL process could advance your career. Attach the authenticity declaration here. A table of contents will make it easier for the reader to go through the portfolio. The table of contents should include a list of all the pieces of evidence you include in part 2 of the portfolio.

The portfolio consists of two parts: Part 1 is the motivation for the RPL application and part 2 is the supporting evidence

Part 1: Motivate for a RPL application

In Part 1 you motivate why you should be considered for RPL. Include the following:

- ❧ *Goals and aspirations* for the next three to five years explaining your future plans and why RPL is an important aspect of these plans.
- ❧ *Reasons* for seeking recognition of prior learning in other words the motivation to apply for RPL.
- ❧ *Competencies* gained throughout your working life. A competency is a combination of what you know and can do. This can be in the form of a detailed CV, listing your competencies not only the duties you perform or have performed. Explain how your knowledge has developed since you dropped out. Highlight how you managed to work in your field of study, although your qualification is not complete.
- ❧ You can also reflect on problems that you have solved and decisions you had to make that had major impact on your job or career. Explain your professional approach to your work, including your ethical standards. This section should be linked to part 2 of the Portfolio.
- ❧ *Formal and nonformal education received;* attach certified copies of qualifications/in-part. Being a returning student this must include your academic record from CPUT[1]. Only include qualification(s) and certificates of competence received relevant to your RPL application. (Don't include copies of certificates of attendance unless you can show that the attendance made a difference to your competence.)

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[1] If you don't have your academic transcript, you must contact the Assessment and Graduate Centre (AGC) to obtain a copy. https://www.cput.ac.za/services/agc

- Point out *relevance* of your competencies to your RPL application. Reflect critically on what you have achieved in your life and link it to the RPL you are applying for.
- *Gaps or shortcomings* in your life, and how the completion of your qualification can address. (This point links to your goals, aspirations and career plans.) Reflect on how you have managed to keep your knowledge, from your incomplete qualification, up to date.
- *Summary* reflecting on your experiences and what you learned from them. Reflect on how you have coped in the workplace without a completed qualification and link this to the qualification you are applying for.

Part 2: Present evidence and explain your competence.

This will be the bulk of the Portfolio. Put a collection of you work together that reflects your competencies. Evidence is proof that you can do what you say you can do and know what you say you know. Evidence will vary from discipline to discipline and may include the following:

- *Documents* generated in the course of work, photographs or video showing the work that you do, also referred to "naturally occurring evidence".
  Examples:
    o Architectural drawings for architecture,
    o An HR application can include notes and minutes of a job interview and the letter of appointment generated as a result of the interview
    o News articles or TV programmes generated for recognition in journalism
    o Reports generated about work done.
    o Project plans, implementation reports or financials worked on for recognition for management, project management or accounting.
    o Calculations done manually using ratios or statistics such as productivity calculations for recognition in Management or Quality
    o *Blueprint* of design or a patent
    o Marketing *plan or strategy* when apply for a marketing recognition
    o *Newspaper article* or audio visual programme about work that you have done and your accomplishments
- *Job description*: Your job description or profile with verification such as an assessment or evaluation done of your work by colleagues or clients, to confirm that you have done the work on your job description.
- *Assessment* of work done by assessors, auditors or performance management reports
- *Products/Artefacts:* Anything you made yourself that is in line with your application
    o Garment or clothing for recognition in fashion design
    o Painting or pottery for recognition in design
    o Equipment for recognition in Engineering

- o   Photographs made by your self
- ❧ *Publications* in Journals, newspapers, books or paper presented at conferences
- ❧ *Testimonials*: Ask people you have worked with to confirm your competencies as well as the contribution you have made to the company or organisation. The testimonial should reflect the work you have done, your competencies not your personality. This could be form your supervisor, clients, colleagues or subordinate.

When selecting evidence keep the following principles in mind:
- ❧ The evidence should be *relevant,* it should be link to the degree and field that you want recognition for.
- ❧ *Authenticity:* The evidence should be your own work or the authenticated work of reputable others who have evaluated your work. You have to sign off the portfolio indicating that this is your work using the statement in Appendix 1.
- ❧ *Currency* needs to be kept in mind. The more recent the work has been done the better.
- ❧ *Validity* means that the evidence should be of relevant to the claims you make

RPL Fee.

At the time of uploading your portfolio, you are required to pay the RPL fee. Use your student number as reference with you name. For each subject that is subject to the 10 year rule, you are required to pay the RPL fee.

RPL fee for Exemptions - RPL	R 350 (per subject)
Bank details:	Account name: CPUT
	Bank: ABSA
	Account number: 011 625 10521
	Branch code: 632005
	Reference: RV01/52422

Authenticity Declaration

Include a declaration of Authenticity in your portfolio of Evidence. The CPUT has to be confident that your work which you submit as part of your portfolio is indeed yours. Please include a statement such as the following:

Authenticity Declaration

I, (*insert name),* am applying for Recognition of Prior Learning against ..
(insert qualification and/or subjects) at the Cape Peninsula University of Technology (CPUT).

I herewith declare and confirm that the work attributed to me in this Portfolio of Evidence is my own work and was performed by me. If I had assistance from anyone, this is indicated on the document or evidence itself.

Name: _____

Signature: _____

Date: _____