RPL process for returning students

If you studied at Cape Technikon or Peninsula Technikon, now CPUT, more than 10 years ago, and you did not complete your qualification, you may apply for RPL. The RPL process is used to evaluate your current knowledge against the current qualification. You have to submit a portfolio of evidence reflecting you working life since you dropped out.

Before the RPL process can take place, you need to submit information about yourself as explained below, for CPUT to determine whether your work experience is relevant to the qualification that you did not complete. If your current knowledge is relevant to the qualification, CPUT can continue with a RPL process. You might be asked for more information, you might be asked to come in for an interview, but that will be communicated to you. You will properly be asked to complete the subjects you did not complete originally. You can only do this after the RPL has been processed. If successful in the RPL process and the incomplete subjects, the qualification will be awarded to you.

Below is a generic list of information required to start the RPL process. Please submit the information to the RPL unit, electronically when you are of the opinion that you have put together a complete enough portfolio. You can submit the information at any time of the year, but feedback is depend on the availability on the academic department as well as the meeting dates of the relevant committees that need to look into the application – if might take a while before you have feedback.

RPL Unit
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tel: 021 959 6611
Present evidence for RPL purposes

When applying for RPL, you as the applicant have to motivate or explain why you think you are a suitable RPL candidate. Put your portfolio together in a logical, clear and informative manner. Remember, your portfolio goes to an academic department, where no one knows you! The CPUT will treat all information submitted with the highest confidentiality.

Provide CPUT with information clearly marked in PDF format and electronically. Put your 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 be RPL-ed. 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. 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 in-formal education received;** attach certified copies of qualifications/in-part Qualification and certificates of competence received relevant to the RPL application. (Don't include copies of certificates of attendance unless you can show that the attendance made a difference to your competence.)

- **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, that access to an Institution of Higher Education and a degree 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. 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 your 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.
  - Examples:
    - Architectural drawings for architecture,
    - An HR application can include notes and minutes of a job interview and the letter of appointment generated as a result of the interview
    - News articles or TV programmes generated for recognition in journalism
    - Reports generated about work done.
    - Project plans, implementation reports or financials worked on for recognition for management, project management or accounting.
    - Calculations done manually using ratios or statistics such as productivity calculations for recognition in Management or Quality
    - Blueprint of design or a patent
    - Marketing plan or strategy when applying for a marketing recognition
    - 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**: Any thing you made yourself that is in line with your application
  - Garment or clothing for recognition in fashion design
  - Painting or pottery for recognition in design
  - Equipment for recognition in Engineering
  - Photographs of artifacts, jewellery or objects made by yourself

- **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 from 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
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 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: ___________