sacap

The South African College of Applied Psychology

APPLICATION FOR RECOGNITION OF PRIOR LEARNING AND CURRENT COMPETENCIES FOR ADMISSION TO A PROGRAMME OF STUDY

PLEASE NOTE THAT ALL APPLICATIONS FOR RECOGNITION OF PRIOR LEARNING NEED TO BE LODGED BEFORE THE BEGINNING OF THE COURSE OF STUDY

Recognition of Prior Learning (RPL)

It is always the student's decision whether to access the College's Recognition of Prior Learning (RPL) services. Candidates applying for RPL must bear in mind the higher education rule that ***no more than 50% of the credits may be achieved for a qualification through credit accumulation and transfer and/or recognition of prior learning.*** Candidates for assessment within an accredited programme are assumed to have applied for assessment services by enrolling in the programme unless they indicate otherwise on the registration form.

Recognition of Prior Learning:

The Recognition of Prior Learning (RPL) is the process that gives due recognition to the life-long learning of an individual gained through formal (outside of a 5 year period) and/or informal studies and training, work experience, general life experience, or through any combination of the above. RPL is applied where an applicant provides certified evidence that previous learning is equivalent to the learning outcomes of a module of study.

The Process of RPL involves a fair and equitable assessment of the applicant's prior knowledge and skill in the field for which RPL is being sought. SACAP may offer a successful applicant with a credit of up to 50% of the credit value of a qualification. The applicant will need to provide certified evidence of, or demonstrate his or her level of current competency in, the particular specialty for which credit or advanced standing is being sought. Evidence usually takes the form of a portfolio of documents which detail the equivalent study, work or life experience for which credit is being sought. As the majority of College courses involve counselling and communication competencies, an applicant may be required to submit a videotaped role-play demonstration of his or her competencies and/or attend a special assessment interview with a qualified RPL Assessor.

RPL Application Process for admission to a programme:

In the event that a student does not meet the minimum entrance requirements for a programme may, under certain circumstances, submit an RPL application for admission:

- Students requesting Recognition of Prior Learning are to complete the **RPL Application Form** and submit it together with their **R300 Application Fee** and **portfolio of evidence** (school leaving certificate or equivalent; curriculum vitae; reference letter/s; motivational letter, etc.) to the **Registrar's Office**.
- In the instance where English Proficiency does not meet the minimum entrance requirements, students will be required to submit a written component to the application to demonstrate their English comprehension.
- Applications will be assessed by the Academic Review Committee (ARM), and will be informed accordingly of the outcome thereafter.
- Those applications that are deemed successful will be accepted into the chosen programme. Those applications not deemed successful will be denied admission to the programme.

Please Note: No more that 10% of applicants may be admitted to a programme through Recognition of Prior Learning.

The Portfolio of Evidence

The Portfolio contains evidence to support the application for recognition of prior learning in the identified modules. The Portfolio details all relevant information (dates, duration of course/s, transcript/s, names of Institutions, etc.) in which formal and informal learning occurred. This is to be presented in a logical and structured way. It is important to recognise that as Miller (1994) states:

> Experience should be taken to be an input while learning should be regarded as an outcome. Experience by itself therefore does not promote learning. It is through reflection upon that experience that learning occurs (p. 9).

An applicant will therefore need to carefully detail the learning that has occurred through their experience and develop a portfolio containing the following documents:

- In the case of RPL an **Application Letter** or Statement requesting RPL for the specific Module/s is required. This letter or statement should also contain an autobiographical narrative describing and detailing what the applicant has learnt from their life/work experiences and how this experience equates to the learning outcomes of the module/s for which they are applying for RPL.
- A **Resume** of the applicant's educational, employment, personal and professional development and community-based and/or organisational work experiences.
- Photocopies of relevant University or College Transcripts, Certificates or other **relevant documents**, job descriptions, and/or letters from employers demonstrating prior learning and current competencies. Any other relevant documentation to validate RPL or credit in the specific Module/s would also assist the applicant's case.
- **Please Note**: Certain modules may require the completion of an assessment, or video or audio recording (of approximately half an hour) to demonstrate relevant competencies. In the case of a video recording, applicants may make use of the College recording facilities.

Portfolio Assessment and Interview

Once the portfolio is submitted, the Registrar will bring it to the next Academic Review Meeting (ARM) for assessment. Depending on the evidence provided and the comprehensiveness of the Portfolio submitted the applicant may be asked to attend an interview in person or when not possible, conducted by phone.

In the interview the applicant will be required to demonstrate an appropriate level of competency in both the theory and the practice of the module/s for which RPL is being sought.

Notification and Appeals Procedure

- The RPL application process and assessment can take up to 4 weeks to complete. The applicant will be notified regarding the interview process once the Portfolio has been assessed and a decision reached regarding Recognition of Prior Learning.

- RPL will be granted or not granted. The applicant will be notified by email and/or post of the application assessment outcome.

- If the application is unsuccessful, the applicant will have fourteen (14) days to appeal in writing to the Academic Dean. The applicant will be notified by letter of the outcome of the Appeals Process decision. This decision will then be final.

- Those applications for admission to a programme that are deemed successful will be accepted into the chosen programme. Those applications not deemed successful will be denied admission to the programme.

- Those applications for modules that are deemed successful will be charged R2000 per successful RPL module.

Please post or deliver your completed RPL portfolio to:

Cape Town:
The Registrar's Office, The South African College of Applied Psychology, 1st Floor Sunclare Building, 21 Dreyer Street, Claremont, 7708, Cape Town.

Johannesburg:
The Registrar's Office, 1st Floor, 1 Sixty Jan Smuts, 160 Jan Smuts Avenue, Rosebank, Johannesburg, 2196

The RPL application process and assessment will take up to 4 weeks to complete. The applicant will be notified regarding the interview process once the Portfolio has been assessed and a decision reached regarding Recognition of Prior Learning.

Please complete the attached application form and submit it with your Portfolio of Evidence and R300 Application Fee.

CAPE TOWN CAMPUS BANK DETAILS
(Cape Town Campus and Distance Education Students Only)

SACAP PTY LTD
ABSA Bank Wynberg,
Branch Code: 632005
Cheque Account No.: 405-882-4959

JOHANNESBURG CAMPUS BANK DETAILS
(Johannesburg campus students only)

SACAP PTY LTD
ABSA Bank Wynberg,
Branch Code: 632005
Cheque Account No.: 406-927-1652

Recognition of Prior Learning for a study programme application Form

Name	
Address	
	Postal Code
Tel.	**Email**
Highest Educational Level Achieved	
Institution and Year Qualification Received	

Which programme are you wishing to enrol in?

I hereby certify that the information contained in this form and the accompanying documents is true and correct.

SIGNATURE OF APPLICANT: _____   **DATE:** _____

FOR OFFICE USE ONLY				
RPL Approved?	**Y**	**N**	**Date:**	
Signature of Registrar:				
Signature of Financial Manager:				
Payment Recd:	**Date**		**Amount**	**Receipt #**