



RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT ACCUMULATION AND TRANSFER (CAT) APPLICATION

RECOGNITION OF PRIOR LEARNING (RPL)

RPL as a principle, endorses the value of giving recognition to knowledge and skills that have been acquired outside a formal learning programme.

- As a process, RPL consists of an initial application and may be a lengthy process that ascribes to the following principle: The focus is on what has been learned and not on the status of the institution, organisation or place where the learning was obtained.
- Credit is awarded for knowledge and skills acquired through experience and not for experience alone.
- Prior learning is made explicit through assessment and/or other methods that engage the fundamental development of knowledge, skills and competencies acquired.
- The percentage of RPL students on a specific cohort of a qualification cannot exceed more than 10% of the total number of students in the intake, unless under exceptional circumstances.
- Previous RPL assessments will not be considered by Foundation for Professional Development.
- RPL can be granted for matric level on the undergraduate level of study only if a learner can provide proof of participation in higher learning and matric level evidence.

The following supporting documentation must be included:

- **Completed form (See Annexure A)**
- **Testimonials/reference letter from previous or current employers**
- **Portfolio of Evidence that is evident of your work experience and skills equivalent to a NQF Level**
- **Full curriculum vitae indicating employment history and work experience in relevant field**
- **Portfolio of evidence of research project (if applicable)**

Credit Accumulation and Transfer (CAT)

CAT is given when a student has completed modules at other Higher Education Institutions that are similar to the module/s that the student wants to enrol for at FPD. This is referred to as formal learning. In this case, the student does not have to repeat the modules and the credits will be transferred to the FPD qualification.

- CAT is limited to 50% of the qualification modules, students must complete at least 50% of the credits in any qualification at the institution awarding the qualification.



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- A student should submit one or more of the following documents together with the application form for CAT:
 - Copies of proof of qualifications to fulfil entry requirements. If such qualification was obtained outside of South Africa, please submit the SAQA Certificate of Evaluation.
 - A motivational letter to support the application for credit transfer.
 - An academic record, provided by the institution where the qualification was completed, that provides proof of successfully completing the module/s for which credit transfer is being requested.
 - A description of the learning outcomes and assessments linked to the previously completed module/s e.g., the study guide for the module and/or course where this module was completed.
- The Selection Committee convened by the Head of School will consider and make a decision in relation to all CAT applications, as prepared by the Student Administration and Engagement Unit. The Registrar will ensure that this outcome is communicated and approved by the Academic Committee.
- All appeals in relation to CAT will be directed by the Registrar to the Academic Committee for review.

The following supporting documentation must be included:

- Completed form (see annexure A).
- Certified academic transcript(s) of training from a previous educational institution or FPD at same NQF Level.
- Study guide that supports the credit claim at same NQF Level.

Please refer to FPD's policy of Recognition of Prior learning:

[CLICK HERE](#) 

<https://www.foundation.co.za/academic-policies>



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ANNEXURE A

PERSONAL INFORMATION

TITLE	PROF		DR		MR		MRS		MISS	
INITIALS			FIRST NAME							
SURNAME										
GENDER										
ETHNICITY	AFRICAN		INDIAN		COLOURED		WHITE			
IDENTIFICATION TYPE										
IDENTITY NUMBER / PASSPORT NUMBER										

Please indicate whether you are applying for CAT and /or RPL by ticking the relevant box:

CAT	<input type="checkbox"/>	RPL	<input type="checkbox"/>
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APPLICATION FOR CAT (ONLY UP TO 50% CREDITS ALLOWABLE):

*For each of the modules listed below, the academic transcript and study guide **MUST** be included as supporting documentation in order to process the application.

FPD Module for which CAT applied for	Equivalent Module	Institution where equivalent module completed



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APPLICATION FOR RPL:

***For each of the following, a testimonial/reference letter from relevant employer MUST be included as supporting documentation in order to process the application.**

Job Title	Organisation Name	Years

I, _____ hereby submit
the application for CAT/RPL to the Foundation for Professional Development (PTY) Ltd, for the
_____ qualification.

Applicant signature

Date