Owen Sitole College of Agriculture

Recognition of Prior Learning

(RPL)

Brochure 2019

APPLICANTS ARE ADVISED TO CONSULT AN RPL COORDINATOR BEFORE SUBMITTING AN APPLICATION

The RPL Coordinator will assist you with regards to the following:

- your eligibility for RPL
- courses for which there is no RPL
- specific RPL requirements for individual qualifications or part qualifications

Contents

1. Contact details

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2. Understanding RPL

a. What is RPL?

Recognition of Prior Learning (RPL) is the assessment process by which prior learning, skills and competencies that might have been acquired outside the formal learning environment may be recognised. RPL is categorised into two areas, namely, *Recognition* and *Access*. For example, during a candidate's lifetime, they may have acquired various skills, competencies and experiences outside of formal education and training, for which they could be awarded academic credit.

The RPL candidate may have acquired skills or knowledge from training conducted while at work, experience gained in the workplace, short courses or from community work. RPL permits the candidate to gain credit towards a formal certificate in full qualifications or part qualifications on various NQF levels, based on the level and extent of the candidate's knowledge. The candidate's prior learning will be measured against specified prescribed learning outcomes.

b. Who can apply for RPL?

Any individual who might have acquired the relevant experience for a period of at least 5 years or an individual older than 23 years (**as per the SAQA Criteria and Guidelines for the implementation of recognition of Higher Learning RPL Policy**) may apply for RPL Credits towards a full qualification or part qualification i.e. (Farmers, Farm workers, General workers in the Department of Agriculture and other departments, community members and extension assistants).

Prior learning should have been gained through one or more of the following means: workplace learning, informal study for recreational/personal interest purposes, company/industry based-training, working with experts or life experience. The candidate should apply for RPL if he/she feels that the prior learning that they have gained meets the prescribed requirements of an equivalent qualification.

c. Programs for RPL

The College offers RPL Qualifications in Agriculture with specialization in Animal-Production, Crop-Production and Agro-Processing.

For more Information, please consult the OSCA Prospectus which is available on the College/Departmental website at www.kzndard.gov.za.

For further information, please consult the RPL Administrator via E-mail: zandile.mnguni@kzndard.gov.za

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REMEMBER TO KEEP A COPY OF THE FORM AND THE DOCUMENTS AS PROOF OF APPLICATION

The candidate should apply for RPL if they have prior learning gained through:

- The workplace
- On-the-job training
- Company and industry-based training
- Relevant training programmes
- Community work and any relevant personal learning experiences that meets the present requirements of the Qualification or Part qualification.

PLEASE COMPLETE THE RPL APPLICATION FORM CONTAINED IN THIS BROCHURE

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d. Period of application

The candidate should submit their application for RPL at least three months prior to the date of commencement of their planned formal qualification. This will ensure an adequate timeframe for candidates to submit the necessary evidence of prior learning and allow the RPL Coordinator time to assess the evidence and provide any necessary feedback.

e. Process of RPL assessment

Knowledge, skills and competencies will be assessed by the RPL panel based on the relevant evidence that is submitted. This may be in the form of a knowledge assessment, practical

assessment, an interview, a work-related project, or a portfolio (which contains records of the experience, knowledge and skills). Further guidelines regarding each of the assessment options will be provided to the applicant if the RPL application is successful.

If the applicant is found 'competent', and he/she meets the prescribed learning outcomes for the Qualification or Part qualification at a certain NQF level, they will be notified by the College.

If he/she is found 'not yet competent' in a certain learning outcome, he/she may be requested to do additional set work and be assessed at a later date. Alternatively, the candidate could be advised to follow the traditional route of study and register for the NQF level or be given the part qualification certificate.

Step 1: Check the admission requirements from the Prospectus and apply for admission to your chosen qualification at OSCA

Step 2: Identify NQF level

In deciding on the appropriate qualification for RPL credit, the candidate should take into account their previous work experience and their future academic requirements. Once the candidate is clear on their course of study, they may then proceed with the next step of the RPL process.

Step 3: Complete RPL application and provide supporting documents

The applicant should refer to the checklist (Section 7), of the application form as they complete their documentation. They should ensure that all the required documents are submitted as no incomplete application forms will be processed. The applicant should pay particular attention to their motivations as they form the core of the application.

Step 4: Submission of documents to Owen Sitole College of Agriculture

The applicant should submit all application forms and supporting documentation directly to the College or via post to:

OWEN SITOLE COLLEGE OF AGRICULTURE,
P/BAG X 20013,
EMPANGENI,
3880

In all communications with the College, candidates should:

- **Keep copies of all documents submitted**(e.g. RPL application form)
- Keep records of copies sent(e.g. via e-mail: the date, and time / registered mail receipt)

Step 5: Wait for feedback

The candidate/applicant will receive initial confirmation of receipt of their application as soon as the College have received all their documents. Thereafter, the candidates are urged to allow approximately 2-3 weeks per NQF level for feedback on their application. The applicant should allow extra time if they have submitted their documents during registration or examination periods.

Step 6: Act on feedback

Once the applicant has received an RPL feedback letter and if they have been granted any assessment opportunities, they should act on the feedback as soon as possible. If they decide to take up any assessment opportunity, they should note that the College only accepts <u>written confirmation</u> of intention to take up the assessment. For more details, see the page entitled "The RPL Assessment – Candidate's Responsibility" (overleaf).

An appeals process is in place – see page 22 for further details.

3. The RPL assessment: candidate's responsibility

Accept assessment opportunity

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Prepare for assessment: contact RPL staff if uncertain

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Undergo assessment
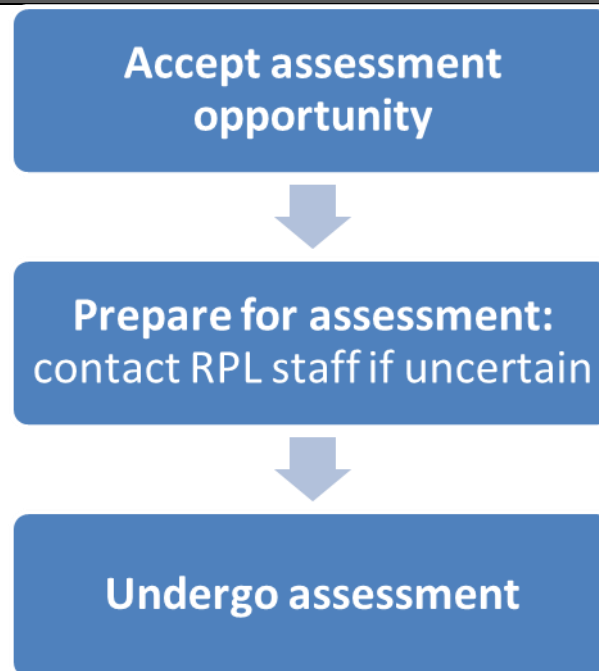
- If the applicant decides to accept the assessment opportunity, he/she should confirm this intention <u>in writing</u> to the RPL coordinator. The letter must indicate the relevant NQF level and codes clearly. No other method of confirmation will be accepted.
- If he/she is offered an opportunity to write a knowledge assessment it is his/her responsibility to contact the academic/ASD staff for assessment guidelines, tutorial letters or the names of prescribed or recommended books.

4. Recognition of prior learning: The application process

General

- The RPL application form appears at the end of this brochure.
- It is always advisable to contact the RPL coordinator BEFORE compiling and submitting the RPL application as RPL may not be available for some of the courses.
- Contact the RPL co-ordinator to assist on application (see page 1) since these applications have specific requirements:

QUALIFICATION CODE	QUALIFICATION DISCRIPTION	CREDITS
48970	National Certificate: Animal Production level 1	120
48976	National Certificate: Animal Production level 2	120
49048	National Certificate: Animal Production level 3	120
48979	National Certificate: Animal Production level 4	140
48971	National Certificate: Mixed Farming Systems level 1	120
48977	National Certificate: Mixed Farming Systems level 2	120
48972	National Certificate: Plant Production level 1	120
48975	National Certificate: Plant Production level 2	120
49052	National Certificate: Plant Production level 3	120
49009	National Certificate: Plant Production level 4	142

5. Completing the RPL application form

Section 1

- The candidate should complete their personal data as fully as possible

Section 2

- The candidates should enter the particulars of their chosen qualification, for which they wish to apply for RPL

Section 3

- The applicant should enter the particulars of all certificates, etc. which they have received for attending short courses, in-service training courses and other similar activities.
- The applicant should remember to attach original certified copies of all these certificates as evidence. OSCA reserves the right to request the original document at any stage in the process.

Section 4

- This information should provide an outline of your knowledge, skills and competencies.
- The applicants should attach an extended CV and a signed job description on a company letterhead to provide an overview of themselves, as well as their academic and employment history.

Section 5

- The applicants should write a motivation paragraph (200-300 words) for any *NQF level* for which an RPL credit is requested. In their motivation, they should indicate how and why they believe that they have met the learning outcomes of the specific module.
- The applicants should also state how their current job-related responsibilities address the learning outcomes.
- Their motivation should clearly prove claimed skills and competencies in the specific level.
- They should also indicate years of exposure.
- The motivation must be attached to the application form.
- This information should provide an outline of their knowledge, skills and competencies.

Section 6

- Applicants should ensure that they sign the Declaration of Understanding.

The following additional documentations are required:

- **Letter of introduction**

  Using not more than one page, introduce yourself to the academic/s who evaluate and assess your experience. In this introductory message, set out your motivation for applying for RPL, your competencies, and your communication skills. This background information will help put your knowledge and experience into perspective for the members of the evaluation panel.

  Summarise your prior learning in a few sentences and explain which skills, knowledge and attitudes you have developed.

  State your goals clearly and relate them to your reasons for seeking credit for your prior learning. Provide sufficient information about your life so that the assessor has a proper sense of who you are and your plan for the future. Keep personal details short and to the point.

- **Certified copy of ID**

- **Certified copy of school leaving certificate if applicable**

- **You may include any additional information that may affect your application** (e.g. factors which may affect your assessment, confidentiality of evidence, learning disabilities, language barriers)

- **Keep copies of all documents submitted.**

RPL Application form

Section 1: Personal Information

APPLICANT ID*

Surname	
Maiden Name or previous surname	
First names	
ID No – SA Passport non SA	(Gender: M / F)
Date of Birth	
Postal Address	

	Residential Address	**Work Address**
Address		

Contact Details

(If the number is not your own number, please give the name of a contact person at this number)

Home	**Work**	**Cell/Mobile**

Fax	**Email Address**

Section 2: Application for subjects credits/ACCESS

Please consult the OSCA Prospectus before completing this section.

I wish to apply for RPL credits in the following OSCA qualification:

Qualification name	Qualification code

Subject/module name and level (e.g. Animal Production NQF level 4)	Subject/unit standard code (e.g. 48979)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Applicant's signature:		Date:	
Received by:		Date:	

Section 3: Learning Profile

Training

In the space below, please enter particulars of certificates, pictures etc. which you have received for attending short courses, in-service training courses and other similar activities.

Name of Certificate	Awarding Institution	Year & Duration
e.g. Hydroponic Management Skills	ARC	01/02/2007 – 30/06/2011

Attach certified copies of your Certificates

Section 4: Experience Profile

Curriculum Vitae

In the block below, please enter particulars of your experience in the field in which you are applying for Recognition of Prior Learning. Also attach an extended CV and a signed job description.

Job Title	Institution	Years
e.g. Fam Foreman	OSCA	2007 – 2011

Attach your CV and detailed job description

Attach your Letter of Introduction

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Section 5: Motivation

Complete form using the template below as a guideline:

Please provide a detailed motivation of at least 300 words

Student ID	
NQF level	
Code	

My motivation:

Copies of relevant certificates attached to support my application:
1.
2.
3.
4.
5.

Section 6: Declaration of Understanding

This agreement comprises TWO sections:

1. RPL assessment

I understand:

- My rights and responsibilities as an RPL candidate
- The process to be followed in applying for RPL
- The duration of the RPL process
- That I must have applied for and been accepted for admission to the qualification in which I am seeking RPL credits BEFORE I apply for RPL.
- If I should appeal against the findings of the assessment panel, I may only do this in writing and if I submit additional, relevant evidence to the RPL coordinator.

Name and surname *(Please print)*	
Signature	
ID Number	
Date	

Section 7: Final check list

Use this list to ensure that you have included all documents required for the processing of your RPL application.

Please ensure that you enclose all of the following:	Tick Yes	RPL office use
A completed RPL Application Form (available from the College).		
Letter of introduction explaining your back ground and your future goals		
Certified copies of your highest school-leaving certificate		
Certified copies of all relevant certificates/courses.		
Extended curriculum vitae (CV). This information should describe your knowledge, skills and competencies.		
Detailed current job description on a company letterhead, signed off by a line manager with his/her contact details.		
A credit motivation in which you clearly address the learning outcomes by referring to your relevant work-related prior learning.		
Should you apply for RPL for access to a higher qualification, you should submit only one credit motivation. However, this document should comprehensively motivate why you consider yourself to have a level of proficiency that will enable you to cope with an advanced level of study.		
A certified copy of your ID.		
A signed Declaration of Understanding		

- Please note that if any of the above documents are not attached/enclosed as requested, we will not be able to process your application.

- Submit your application to the RPL office directly to the relevant RPL coordinator.

- We recommend that you keep a copy of this application and of all your supporting documentation.