

## Recognition of Prior Learning Guide

*This guide is for anyone considering taking a qualification through recognition of prior learning (RPL). It outlines what you can expect, the rules and roles and responsibilities that will apply if you enrol with Chartall Business College.*

### 1. What is RPL?

RPL is a viable, alternative route to a full or partial qualification. Using the RPL methodology you can earn a full or partial qualification without attending training. The RPL methodology assumes that you have sufficient knowledge and prior learning to simply complete the same assessment that a person who did attend training would complete. The qualification you and the classroom learner earn is identical because the assessment is the same. All that is different is you learnt what you know practically in the workplace and they learnt it (more theoretically) in a classroom.

### 2. Who is an ideal RPL candidate?

Anyone can apply for RPL, but we know that a particular 'type' of person is more likely to succeed. Ask for an RPL pre-assessment to determine your specific suitability to RPL a particular qualification.

General characteristics of successful RPL candidates include:

- PC literate (able to use email, word, discussion groups and internet for data searching);
- Good written and reading skills in English (ideally at least a grade 12 certificate);

- About five years relevant working experience (relevant to the qualification being RPL-ed);
- Relevant learning from those five years of work experience (so you thought about what you were doing and understood why you were doing it);
- Structured and able to make time available for the RPL (each week you will need about five hours of input to complete within your contracted six<sup>1</sup> months);
- Attendance of some short (relevant) courses;
- Still working in the sector (this is more important for some qualifications and less important for others – see the table at the end of this guide).

### 3. How is the assessment done?

The qualifications that are the most frequently RPL-ed are assessed by means of a portfolio of evidence (PoE). This is simply a file, and in it you put all your evidence. We will tell you how to do this once you enrol, but basically you just answer knowledge and assignment questions, and add supporting workplace evidence when asked for it. In some cases, you may also need to write an exam once you have completed the portfolio. At present only the Human Resources qualifications require this additional examination.

<sup>1</sup> You have a total of six months to submit your portfolio. If you have not submitted in that time your contract lapses.

#### 4. What support can I expect?

With RPL there is no training. It is assumed that, because you are applying for RPL, that you have enough workplace learning to be assessed. But we do understand that you may need to ask a few questions to better understand what a question requires of you. This is especially true when questions relate to theory, which you may be less certain on as a workplace practitioner.

Chartall Business College will allocate you to a coach who can assist you with the technical questions. They cannot give you the answers, but they can help you to interpret questions and point you to readings that may help you.

We will also prepare you before you start on the assessment rules and how to go about compiling a portfolio. This is usually a video which you view online in your own time.

#### 5. Who are the role players and their responsibilities?

##### **You, the candidate:**

- Complete your portfolio in time (6 months from enrolment is the maximum time you have so we recommend you submit within 4 months to ensure you have time to remediate if needed);
- Do not expect the answers from your coach - they can guide but cannot give you the answers;
- Be honest. Giving the portfolio to a third party to complete for you is not honest. Chartall assessors will be calling you to verify information and question you on your evidence. And do not copy from the internet, this is plagiarism and will result in the termination of your contract (see the T&Cs);

- Do research if you do not fully know how to answer a question;
- Take responsibility for your portfolio – you have elected to complete the qualification via RPL so you are agreeing that you have the necessary workplace learning. This is an adult education process and you are expected to make the time to complete it, do your own research and not expect your coach to provide you with the answers.

**Your coach** (contact via email OR discussion group as they may be out lecturing, so please be patient for a response, which you will get within 24 hours):

- Assist you to understand the assessment process;
- Assist you to interpret questions that you find confusing;
- Guide you towards suitable readings;
- Offer support and encouragement (not the answers);
- Guide online via the discussion group (for FAQs);
- May offer you an occasional skype session if you need a lot of support (which will be communicated to all students in case they also want to attend).

##### **Your project manager:**

- Assist you to stay on track with reminders and regular communication;
- Ensure you complete within your six-month time frame;
- Accept your portfolio and get it assessed and give you feedback;
- Ensure you make payments when they are due (and terminate your enrolment if you do not pay on time).

## 6. What do I need access to?

You need PC with Outlook and Chrome. Please see: <http://chartall.co.za/faqs-for-webinars/> for minimum computer specifications. Meeting these will allow you to access any webinars, e-learning, videos and skype chats that may be scheduled as extra support or which are compulsory as part of the RPL process.

## 7. What about any exemptions I may already have?

If you have completed any other full or partial qualifications, where the content is relevant to the qualification you are enrolling for, you may well qualify for exemptions. Where the unit standards are exactly the same, you will definitely get the exemption (meaning you don't have to redo it). Where the content is largely the same you may or may not get the exemption. Chat to your coach to explore possible exemptions.

If you are enrolling on an NQF 4 qualification and you have a grade 12 ("matric") certificate you may be exempt for the fundamentals (languages and even mathematical literacy if you did maths at matric).

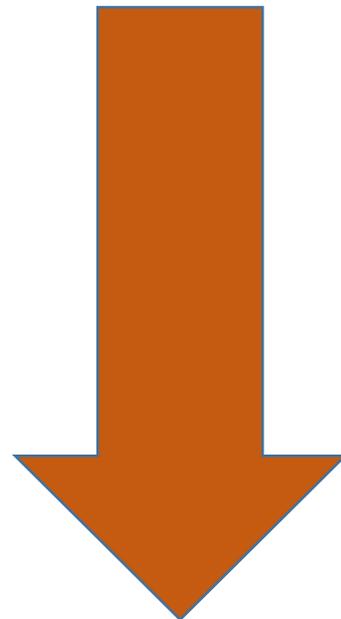
Chartall Business College recommends that you do the fundamentals however (they are mostly integrated anyway) in case you don't complete the full qualification because we can't upload exemptions unless you complete the full qualification.

## 8. What about my second language assessment?

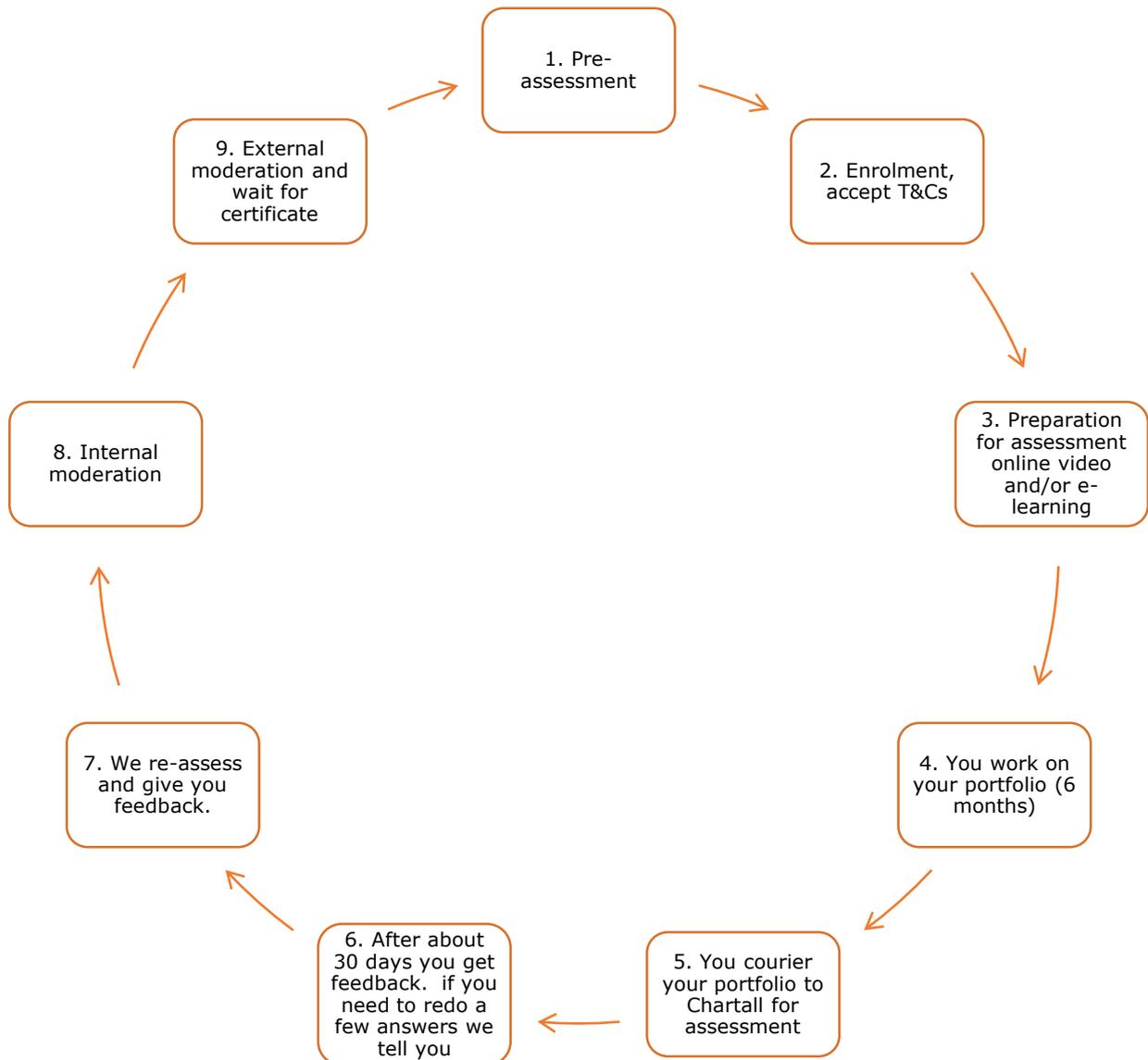
All qualifications at NQF 4 require learners to be assessed against four first language and four second language unit standards. At Chartall Business College your first language is taken as English because you complete your portfolio in English and we

can assess that for your written language component. But second language assessment can be tricky. Chartall Business College does not always have assessors and moderators who can speak all the official South African languages. If you are wanting to select a language other than English or Afrikaans, it may be that there is an additional assessment cost. Chat to your coach about what languages we can assess when you get to that stage in your portfolio.

Turn the page to get an idea of the RPL process flow



## 9. What is the process?



To clarify:

1. **Pre-assessment:** every RPL applicant must be taken through a pre-assessment process to make sure they meet the requirements (prior learning and experience). The Chartall adviser will give you advise after the pre-assessment. You may be advised that you are an ideal RPL candidate or they may recommend you rather attend full training. The choice is still yours in most cases though (just not real estate 4 or 5, where the SETA has its own rules on who may attempt RPL).
2. **Enrol online and accept the Terms & Conditions:** please read them and make sure you understand the refund policy, your deadline dates for submission and are clear on when your contract with us comes to an end

(usually six months after the date of enrolment<sup>2</sup> – to encourage you not to take too long to complete the qualification).

3. **Log onto the Chartall LMS** and view the video telling you all about assessment. In some cases, there is also an e-learning module you can view.
4. **Work on your portfolio**, you have six months<sup>2</sup> to complete and submit your portfolio. If you do not submit in this time we will terminate your contract. Remediation may take you a little over the six months, which is fine as long as you submit by the agreed dates. If you have not submitted anything after six months we will terminate your enrolment as we will assume you are no longer wanting to complete the qualification. In exceptional cases we may consider an extension and charge a late submission fee of R570 but this is not normal.
5. **Courier your portfolio to Chartall** (Chartall Campus, cnr Cedar Rd and Cedar Blvd, Broadacres, Fourways, Gauteng). Avoid the post office as they often have long delays in delivery (if they are not on strike – in which case it may never arrive).
6. **Assessment:** we will assess your portfolio and give you feedback in writing. We will tell you where you are competent and where you need to submit additional evidence. You can ask your coach if you are unsure what to do.
7. **Re-assessment:** we will give you one chance to submit additional evidence at no cost. If you are still not-yet-competent you can submit once more at a cost (see your updated assessment contract for the cost of the second remediation, which is per unit standard). When you are fully competent at all the unit standards (modules) of the qualification, we will verify it (internal moderation).
8. Then we tell the SETA and they come and **externally moderate** (this process can take a few months but we will keep you up-to-date)
9. The SETA will issue the final **certificate**. This may also take a few months.

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<sup>2</sup> The longer National Diplomas have a 12 month contract duration

**Summary of the qualifications you can RPL via Chartall Business College and any unique requirements to bear in mind**

| <b>Qualification</b>  | <b>Level</b>    | <b>SAQA ID</b>                         | <b>SETA who awards it</b>                             | <b>Specific requirements to be an RPL candidate</b>   | <b>Any comments</b>   |
|---|-----------------|--|---|---|---|
| <b>OD ETDP</b><br>National Certificate  | 5 (120 credits) | 50334                                  | ETDP SETA (so expect a slight delay in certification) | Must already have achieved 115753 (assessor) as it cannot be RPL-ed. Can complete it online at additional cost<br>Experience in all six Exit Level Outcomes                             |   |
| <b>OD ETDP</b><br>National Diploma  | 5 (240 credits) | 50333                                  |   | Must already have achieved 115753 (assessor) and moderator (115759) as they cannot be RPL-ed. Can complete them online at additional cost<br>Experience in all nine Exit Level Outcomes | Note you have 12 months to complete this qualification as it is 240 credits   |
| <b>HR Management Practice</b><br><br>National Further Education & Training Certificate (FETC) | 4 (140 credits) | 67463 - SABPP Learning Programme 49691 | SABPP   | Must have HR admin experience   | After you are competent at your PoE you must write an external exam. There may be a charge for this in future as the SABPP is in-sourcing this role |

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| <b>HR Management Practice</b><br><br>National Diploma                                     | 5 (240 credits) | 249 credits (SAQA ID: 61592 : LP: 49692)       | SABPP   | Must have HR admin and strategic HR experience<br><br>Must already have achieved 115753 (assessor) as it cannot be RPL-ed. Can complete it online at additional cost | After you are competent at your PoE you must write an external exam. There may be a charge for this in future as the SABPP is in-sourcing this role<br>Note you have 12 months to complete this qualification as it is 240 credits |
| <b>Generic Management</b><br><br>National Further Education & Training Certificate (FETC) | 4 (150 credits) | 57712 – Services SETA Learning Programme 74630 | All SSETA (so expect a long delay in certification) | Must have first line management experience   | Pre-assessment must be completed to show SSETA   |
| <b>Generic Management</b><br><br>National Certificate                                     | 5 (164 credits) | 59201 LP: 60269                                |   | Very strategic qualification. Must have been involved in strategy formulation  | Pre-assessment must be completed to show SSETA<br>Note this is the Generic Management elective stream (if you want one of the other specialisations refer to the BANKSETA qualification below)                                     |

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| <b>Business Administration</b><br>National Further Education & Training Certificate (FETC) | 4 (140 credits) | 61595<br>LP: 35928 | All SSETA (so expect a long delay in certification) | Must have worked in business / office admin                                 | Pre-assessment must be completed to show SSETA   |
| <b>Business Practice</b><br>National General Education & Training Certificate (GETC)       | 1 (121 credits) | 61755              |   | Good written communication skills and basic mathematical ability essential  | Pre-assessment must be completed to show SSETA   |
| <b>Real Estate</b><br>National Further Education & Training Certificate (FETC)             | 4 (150 credits) | 59097              |   | Must have a full status FFC (not intern) with at least 2 years' experience  | SSETA has said they may not uphold results if the candidate does not meet their entry requirements<br>Pre-assessment must be completed to show SSETA |
| <b>Real Estate</b><br>National Certificate   | 5 (135 credits) | 20188              |   | Must have a full status FFC as a principal and at least 2 years' experience | Candidate must be employed and have access to real world evidence and a manager who can sign off observations  |

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|--|---------------------------------|-------|---|--|---|
| <b>Contact centre</b><br>National Certificate                                    | 3 (124 credits)                 | 80566 | SSETA (so expect a long delay in certification) | Must have worked in a contact centre   | Pre-assessment must be completed to show SSETA<br>Candidate must be employed and have access to real world evidence and a manager who can sign off observations   |
| <b>Debt recovery</b><br>National Further Education & Training Certificate (FETC) | 4 (140 credits)                 | 49021 | FASSET  | Must have debt collections experience, preferably as both an agent and a principal | Candidate must be employed and have access to real world evidence and a manager who can sign off observations   |
| <b>Banking</b><br>National Further Education & Training Certificate (FETC)       | 4 (120 credits)                 | 20185 | BANKSETA  | Operational qualification – product, sales, systems, service                       | Candidate must be employed and have access to real world evidence and a manager who can sign off observations.  |
| <b>Banking</b><br>National Certificate   | 5 LP:<br>20186<br>(120 credits) | 60589 | BANKSETA  | Big focus on sales, sales team management and financial knowledge                  | Exemptions may be awarded for internal bank training completed (if it matches to the unit standard content)<br>Both approved by FSB for FAIS Fit & Proper.<br><br>RE1 must have been written and passed to apply for RPL. |

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| <b>Generic Management</b>   | 5 (164 credits) | 59201<br>4 elective streams:<br>96100 (Gen Mgmt)<br>96101 (Skills Dev Mgmt)<br>96099 (Customer Mgmt)<br>96102 (Strategic Mgmt) | BANKSETA (same qualification as SSETA but with "Banking" in the title, certification is quicker) | Very strategic qualification. Must have been involved in strategy formulation and the elective stream chosen | If you are wanting to sign a learnership agreement and complete Gen Man 5, only the SSETA option is available as that has been registered as a learnership |
| <b>Microfinance</b><br><br>National Further Education & Training Certificate (FETC) | 4 (144 credits) | 23433  | BANKSETA   | Must be employed in microfinance sector  | Candidate must be employed and have access to real world evidence and a manager who can sign off observations  |