

## Bachelor of Business Administration (BBA)

### RPL and CAT information brochure and application form

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## About Recognition of Prior Learning (RPL) in higher education

### 1. What is RPL?

During your lifetime, you will have acquired various skills, competencies and experiences. This informal learning is valuable even if it has never been formally assessed. This learning could have taken place at work, during short courses or from community work in a relevant field.

RPL is an assessment process that helps you to make this informal learning visible so that you can use it to either:

- apply for exemption for subjects on the Chartall Business College BBA degree. OR
- apply for access into the degree where you would not normally be permitted access;

Note:

- To qualify for this exemption, you will be required to show the faculty at Chartall Business College that you have achieved the specified prescribed learning outcomes in the subject curriculum.
- To qualify for access, you will be required to show the faculty at Chartall Business College that you have achieved sufficient academic competencies to study at higher education level.

If you have a partially completed degree and you want to transfer your credits to the Chartall Business College BBA, please also read the section on Credit Accumulation & Transfer)

## 2. Who can apply for RPL?

### **RPL for access:**

You may apply for RPL for access if you are 23 years or older with at least three years current, relevant working experience.

### **RPL for exemption:**

You may apply for RPL for access if you are 25 years or older with at least five years current, relevant working experience. Your prior learning should have been gained through one or more of the following means:

- Workplace learning;
- Informal study for recreational/personal interest (so-called lifelong learning);
- Non-accredited company or industry based-training;
- Working with experts in your field;

You may apply for RPL if you feel that the prior learning you have acquired meets the prescribed requirements of the equivalent subject offered by Chartall Business College as part of the BBA. This can be determined initially by reviewing the module outlines on the [www.chartallcampus.com](http://www.chartallcampus.com) website.

If you are applying for RPL for exemption, you will also need to comply with all the admission requirements for the qualification first.

You may not apply for credit in a module that you have previously attempted unsuccessfully at Chartall Business College.

No more than 50% of the BBA can be awarded as exemptions and no third year subjects can be exempted.

## About Credit Accumulation & Transfer (CAT) in higher education

### 3. What is CAT?

CAT applies to subjects that you have formally studied, been assessed for and passed at another higher educational institution in South Africa. These subjects must match the Chartall Business College subjects as follows:

- Be at the same academic level (or higher);
- Have the same number of credits (or higher);
- Have the same or highly similar subject content (or more detail);
- Have been obtained during the course of your enrolment on the same type of academic programme (i.e. an undergraduate degree).

### 4. The difference between RPL and subject exemptions (credit accumulation & transfer - CAT)

If you want to apply to transfer subjects previously completed at another higher education institution, you need to complete and submit the CAT application form (attached).

### 5. How long will it take?

#### 5.1 Recognition of Prior Learning (RPL) for access:

- Make an application by completing the RPL for Access portfolio form (to get the actual portfolio sent to you).
- If you need assistance contact Chartall Business College
- The Chartall Business College Academic Council and faculty will review your application and give you feedback within one month of your application.
- There is a non-refundable administration fee that is payable when you request the portfolio.

## 5.2 Recognition of Prior Learning (RPL) for exemption:

- Make sure you meet the degree entry requirements, review the subject contents on the web site ([www.chartallcampus.com](http://www.chartallcampus.com)) and work out which subjects you think you could RPL for.
- Make an initial application by completing the Initial RPL for Exemption application form.
- There is a non-refundable RPL administration fee that is payable when you submit your initial application.
- The Chartall Business College Academic Council and faculty will review your initial application and give you feedback within one week of your application.
- If the outcome of the initial application is that you may go ahead with RPL for exemption, you must enrol for the degree by completing the Chartall Business College application form. You will need to pay the required, non-refundable, degree application fee when you submit this application form.
- There is a non-refundable fee per subject that you want to RPL for. This is payable on enrolment.
- Complete the RPL for exemption application form.
- The Chartall Business College faculty will contact you to prepare you for the RPL process. They will tell you what additional information you will be required to submit. This could include:
  - A portfolio of biographical information
  - Completion of a workplace assignment;
  - Completion of a challenge examination;
  - Completion of a portfolio with real-world documents;
  - An interview;
- It is then up to you to collate the required evidence into a portfolio for assessment (separate evidence per subject will be required). You will be guided on this by the faculty member -either online or by phone or face-to-face. The time you take to collect your evidence is then up to you.
- Your submission will be assessed by the faculty and you will be given feedback on the success of your application for exemption within one month.

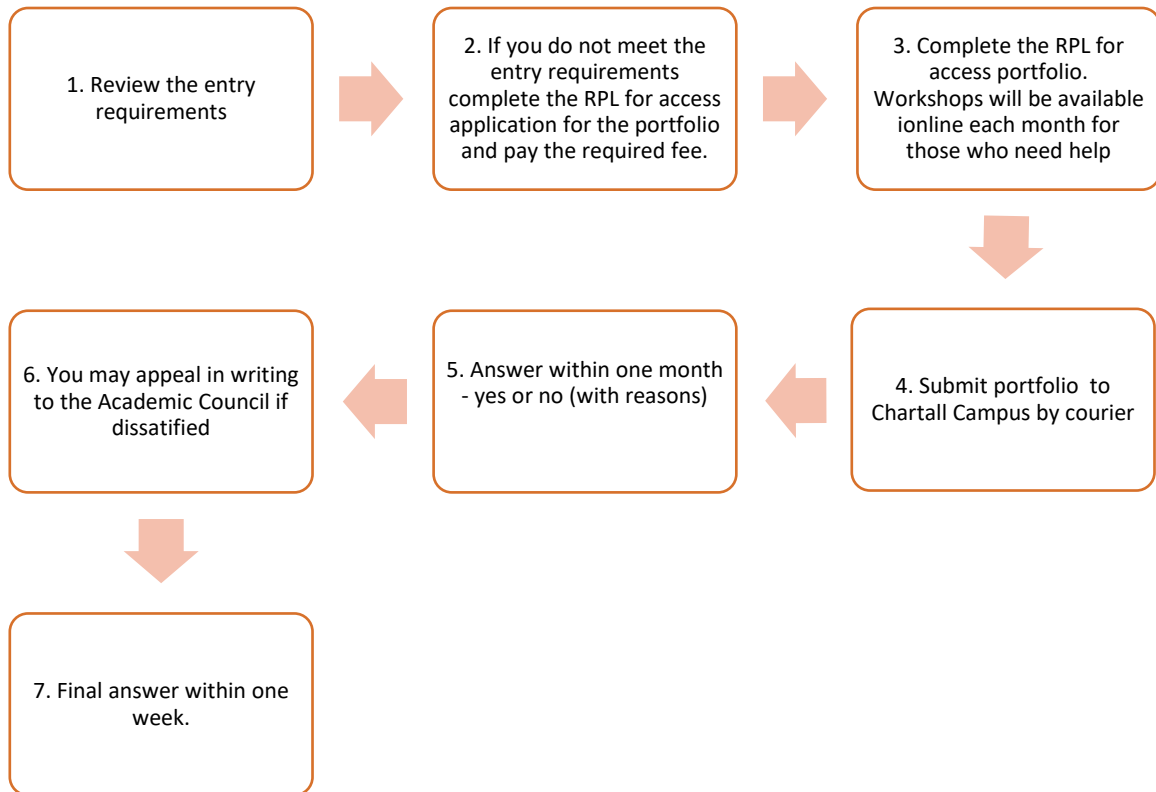
- You may not enrol for more than five subjects per semester (this includes those you are completing via RPL). You may to enrol for subjects to start studying while you are doing your RPL.
- You will be guided by the faculty while you are doing RPL, but there is no training that will be provided at all.

### 5.3 Credit Accumulation & Transfer (CAT)

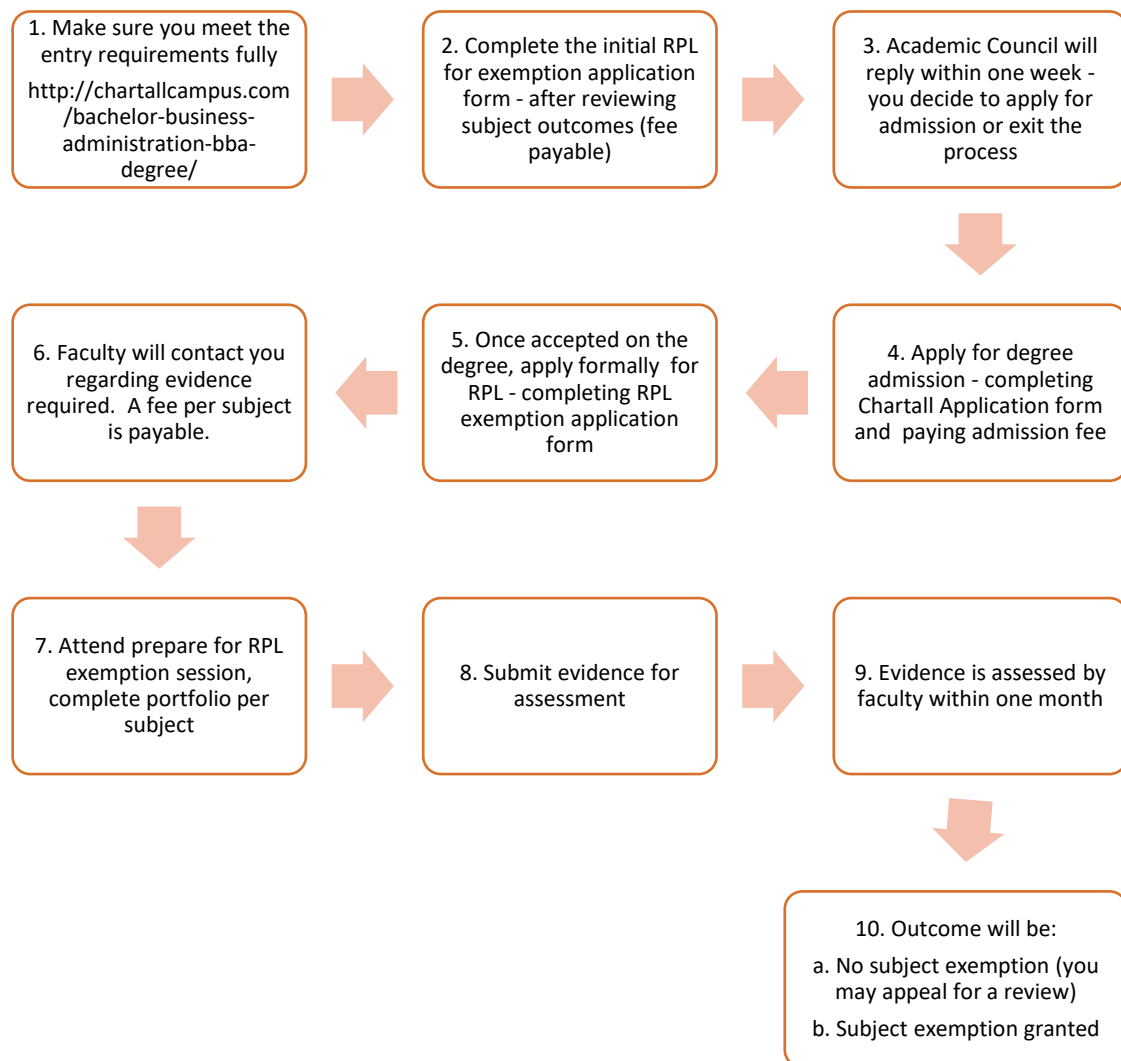
- The Chartall Business College Academic Council and faculty will review your application and give you feedback within one week of your application.
- You do not need to be an enrolled student to be considered for CAT but there is a non-refundable administration fee that is payable when you submit your application.

## Summary of each process

### 6. Process for RPL for access:

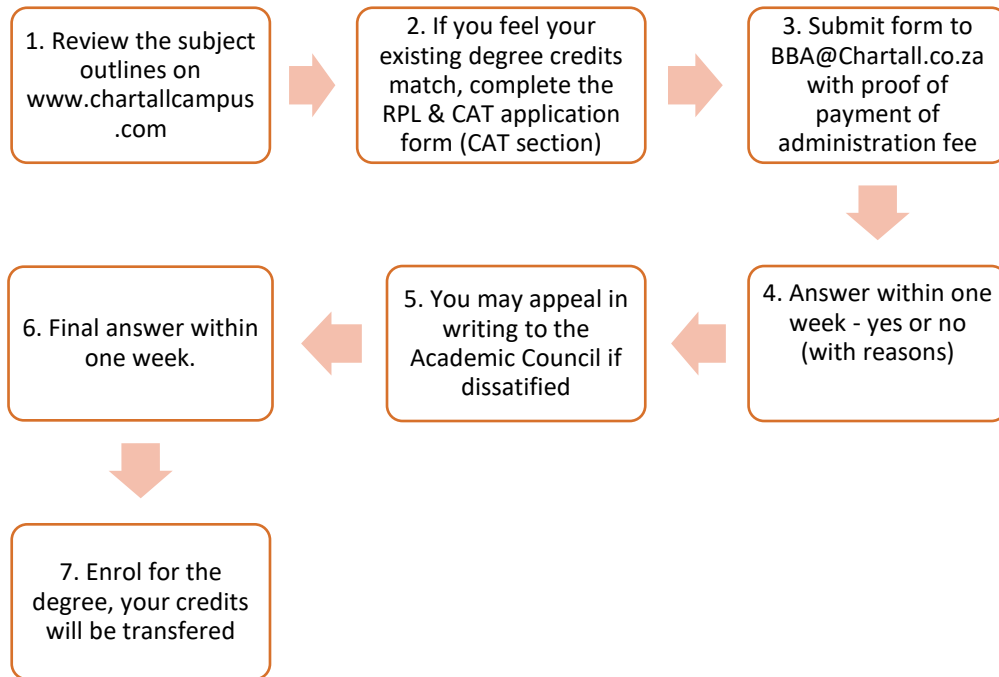


## 7. Process for RPL for exemption





## 8. Process for CAT



## Fees for RPL and CAT:

Description of fee	Fee payable
RPL for access portfolio of evidence	R2000 (payable to access the portfolio)
Initial RPL exemption application	R500 (payable on submission)
RPL exemption per subject (after initial application has been successful)	R3500 per subject (payable to access the portfolio/s)
CAT application	R500 (payable on submission)



## Declaration of Understanding

This agreement comprises of TWO sections:

### Part 1: Financial undertaking

I agree that:

- This is only the initial RPL for access application form and it must be accompanied by a non-refundable payment.

### Part 2: RPL assessment

I understand:

- My rights and responsibilities<sup>1</sup> as an RPL candidate.
- The process to be followed in applying for RPL for access (as per the RPL & CAT student guide).
- That I must still complete an RPL for access portfolio of evidence (a template will be sent to me).
- Support for my RPL for access process will be online. There will be scheduled online session and tutorial groups. Attendance is optional.
- That I must submit the completed portfolio of evidence within six months of this application.
- If I should appeal against the findings of the Academic Council, I may only do this in writing and if I submit additional, relevant evidence to the Programme Manager.

### RPL declaration

Name and surname	
Date	
Signature	
Place of signature	

<sup>1</sup> Rights = to a fair and equitable RPL process and assessment, with support and guidance. Responsibilities = to be truthful and only submit authentic evidence for assessment.

## Initial RPL for exemption application form

This form is for students who want to evaluate if their workplace learning is likely to be sufficient to exempt them from subjects on the Chartall Business College BBA. This is not the end of the RPL for exemption process and additional assessment will be required to actually award the exemptions.

**A non-refundable fee (see fee schedule) must accompany this initial application.**

Surname		
First name/s		
ID number (submit certified copy)		
Passport number (if no ID number, certified copy)		
Email address		
Cell number		
Work number (direct line)		
Employer		
Current position		
National Senior Certificate (‘matric’) subjects and grades		





Motivation for your subject exemption

Complete one form per subject using the template below as a guideline:  
Please provide a detailed motivation of at least 300 words for each separate exemption claim. (Note you can only claim exemptions for subjects in the first and second years. No third-year subjects will be exempted.)

Subject	
---------	--

My motivation for exemption:

Certified copies of any relevant courses attended to support my claim for exemption:

## Declaration of Understanding

This agreement comprises of TWO sections:

### Part 1: Financial undertaking

I agree that:

- This is only the initial RPL application form and it must be accompanied by a non-refundable payment.
- No feedback will be given until the above-mentioned fee has been received by Chartall Business College.
- If my initial application for RPL is successful, I acknowledge that an additional RPL for exemption fee will be paid per subject that I apply for (see fees below).
- The actual RPL assessment costs will be calculated on the number of subjects assessed and not on the number of exemptions awarded.
- Payment must be made in full before I will receive an official RPL Assessment Feedback letter.

### Part 2: RPL assessment

I understand:

- My rights and responsibilities<sup>2</sup> as an RPL candidate.
- The process to be followed in applying for RPL (as per the RPL & CAT student guide).
- The duration of the RPL process.
- That I must have applied for and been accepted for admission to the Bachelor of Business administration BEFORE I apply for RPL exemption (not this initial application, the actual application).
- That my qualification cannot be awarded with distinction if any RPL credit is granted.
- That I may enrol for a maximum of five subjects per semester. This includes RPL for exemption subjects.
- That I may not be granted exemption for more than 50% of my qualification, whether by RPL or credit transfer.
- That I may not apply for RPL for any subject which I have attempted unsuccessfully in the last five years.
- If I should appeal against the findings of the Academic Council, I may only do this in writing and if I submit additional, relevant evidence to the Programme Manager.

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<sup>2</sup> Rights = to a fair and equitable RPL process and assessment, with support and guidance. Responsibilities = to be truthful and only submit authentic evidence for assessment.



### RPL declaration

I declare that the evidence submitted is authentic and verifiable.

Name and surname	
Date	
Signature	
Place of signature	

### Checklist to accompany your application

	Tick to ensure you have submitted it
Initial RPL Application Form (available on <a href="http://www.ChartallCampus.com">www.ChartallCampus.com</a> and <a href="mailto:BBA@chartall.co.za">BBA@chartall.co.za</a> )	
Certified copies of your highest school-leaving certificate	
Certified copies of all relevant certificates/diplomas and copies of syllabi of relevant courses if possible	
Detailed CV – with a focus on your skills and knowledge acquired in each position	
Detailed current job description (company branded), signed off by a line manager with their contact details	
Certified copy of ID or alternative form of ID (you must be 25 years and older to qualify for the RPL for exemption process.)	
The signed Declaration of Understanding	
Proof of payment of the application fee (please use your surname as reference number)	

## Credit Accumulation & Transfer (CAT) application form

This form is for students who want to apply for the transfer of credits already achieved at other South African higher educational institutions. This is so that they will not need to repeat equivalent subjects on the Chartall Business College BBA.

**A non-refundable fee (see fee schedule) must accompany this initial application.**

Surname	
First name/s	
ID number (submit certified copy)	
Passport number (if no ID number, certified copy)	
Email address	
Cell number	
Work number (direct line)	
Employer	
Current position	
Previous higher education institution (name)	
The registration number of the provider (if private)	
Qualification enrolled for	
SAQA ID number of the qualification	
Year of enrolment	
Year of termination of studies	

**Subjects achieved**

In the space below, please enter details of the subjects you have achieved

Subject code and name of subject (e.g. MAN01 - Management)	Institution	Year / NQF level (e.g. NQF 6)	Credit value (e.g. 15 credits)	Month/Year achieved (e.g. Nov 2015)	Chartall column – leave blank

Add an additional page if necessary

Attach a full, certified transcript of your subject achievements, showing assessment outcome, credit value and date of achievement

Attach an official curriculum outline for each subject applied for



## Declaration of Understanding

This agreement comprises of TWO sections:

### Part 1: Financial undertaking

I agree that:

- This is CAT application form must be accompanied by a non-refundable payment.
- No feedback will be given until the above-mentioned fee has been received by Chartall Business College.

### Part 2: CAT evaluation

I understand:

- My rights and responsibilities<sup>3</sup> as an CAT candidate.
- The process to be followed in applying for CAT (as per the RPL & CAT student guide).
- That a subject must be equivalent in terms of level, content and credit value to be considered for CAT.
- That I must have applied for, and been accepted for, admission to the Bachelor of Business administration BEFORE any credits are transferred.
- That my qualification cannot be awarded with distinction if any CAT credit is granted.
- That I may not be granted exemption for more than 50% of my qualification, whether by RPL or credit transfer.
- That no CAT exemptions can be applied for third year (NQF 7) subjects.
- That requests for CAT exemptions will be declined for subjects achieved longer than 10 years ago. Some subjects where there is a faster pace of change may require even more currency to be considered.
- If I should appeal against the findings of the Academic Council, I may only do this in writing and if I submit additional, relevant evidence to the Programme Manager.

### CAT declaration

I declare that the evidence submitted is authentic and verifiable.

Name and surname	
Date	
Signature	
Place of signature	

<sup>3</sup> Rights = to a fair and equitable RPL process and assessment, with support and guidance. Responsibilities = to be truthful and only submit authentic evidence for assessment.

### Checklist to accompany your application

	Tick to ensure you have submitted it
CAT Application Form (available on <a href="http://www.ChartallCampus.com">www.ChartallCampus.com</a> and <a href="mailto:BBA@chartall.co.za">BBA@chartall.co.za</a> )	
Certified copies of your highest school-leaving certificate	
Certified copies of all relevant statements of results from your last institution	
Certified copies of syllabi of relevant subjects	
Certified copy of ID or alternative form of ID (you must be 25 years and older to qualify for the RPL for exemption process.)	
The signed Declaration of Understanding	
Proof of payment of the application fee (please use your surname as reference number)	