



RECOGNITION OF PRIOR LEARNING (RPL)

1. INTRODUCTION

The SAQA criteria and guidelines for assessment of the NQF Registered Unit Standards and Qualifications define RPL as: *“a process whereby, through assessment, credit is given to learning which has already been acquired in different ways.”* Thus RPL will provide you an opportunity to demonstrate skills, knowledge and attitude that you have acquired from previous learning through formal training, workplace training and/or general life experiences.

2. PURPOSE OF THE RPL

To provide access to education and training and to redress past injustices in the educational practices that prevent people from furthering their learning. It is one of the key principles upon which the national qualifications framework (NQF) is based.

3. UNDERLYING PRINCIPALS OF THE RPL PROCESS

- Fair access to Education and Training programmes to all learners who wish to further their studies with BMT College.
- Redress of past unfair educational practices that prevented people from studying further.
- Recognising and crediting learning attainments in relation to formal qualifications and unit standards where learners have already attained the skills and knowledge through informal and non-formal means.

4. RECOGNITION OF PRIOR LEARNING PROCESS

Prior learning can be recognised and credited through an appropriate form of assessment which may include:

- Assignments or projects;
- Demonstration of skills;
- Validation of previous qualifications;
- Work experience or projects;
- A combination of above.

The assessments process use the registered NQF qualifications and unit standards as benchmarks. At completion of the assessment you will be issued with credits for learning that you are able to demonstrate. You may earn credits towards a skills programme or a full qualification based on your assessment.

The process entails the following:

1. Identifying: The qualification or unit standards for which the candidate believes that they will meet the requirements. Candidates must collect and structure evidence to provide competence against each unit standard.
2. Matching: A candidate's skills knowledge and experience with the specific requirements
3. Assessing: The candidate is assessed and screened by BMT College on the provided evidence.
4. Crediting: The candidate will receive credits for skills, knowledge and experience proved against the specific unit standards that he/she applied for against the unit standard offered as part of the full qualification for a Certificate or Diploma on the NQF for further studies with BMT College.

5. HOW CAN RPL ASSIST ME?

1. RPL can provide you with access into a formal qualification at a higher level;
2. RPL will provide you with credits towards a full qualification which will shorten the learning process and time needed to complete a full qualification;
3. RPL can be used to get credits towards the full qualification.

6. BENEFITS OF RPL

To receive formal recognition of current skills and knowledge;

- Increased access to learning opportunities;
- Learning can be fast-tracked to accelerate promotion and career progress;
- Less time taken to complete a qualification as there is no repetitive learning;
- A formal written assignment process may be excluded.

7. PRINCIPALS OF THE NQF

The main principles of the NQF ensures that Education and Training is *integrated* and that a learner *accumulates credits* towards a qualification.

The National Qualifications Framework is overseen by the South African Qualifications Authority (SAQA), which is in turn overseen by the Ministers of Education and Training. The South African Qualifications Authority (SAQA) is the controlling body of the NQF and is responsible for its administration. Next to each unit standard it states clearly what type of unit standard or category the unit standard falls under. Each qualification will need to comprise of three different categories of standards:

A. Fundamental category: (Fund - Abbreviation used in RPL document)

These contain standards, which describe the competence needed to undertake the education or training contained in the qualification, i.e. literacy or numeracy skills. These units standards may be RPL'd against a grade 12 certificate with a pass mark for the first and second language as well as mathematical literacy. Learners that do not comply with the criteria for RPL against the fundamental unit standard will have to complete the Business Literacy Module of BMT College.

B. Core category:

These contain compulsory standards which describe the competence that is "contextually relevant" to the qualification.

C. Elective category: (Elect - Abbreviation used in RPL document)

These contain options from which a choice may be made to ensure that the purpose of the qualification is achieved.

8. CREDIT ACCUMULATION

A credit is a weighting value assigned to a unit standard. One credit equals **10 hours of notional learning** time required to master the capabilities described in a unit standard.

Notional learning:

This learning time is determined by experienced educators and trainers and expressed as a notion of time it will take an **average learner** to master the particular skill. The total number of credits determines the type and level of qualifications.

The following minimum credits make up a whole qualification:

National Certificate:	Minimum	120 Credits
National First Diploma	Minimum	240 Credits
National First Degree	Minimum	360 Credits

Credits are the building blocks of a qualification. Each qualification states the amount of fundamental, core and elective unit standards needed to complete a full qualification. Learners accumulate credits towards a full qualification.

9. APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Please ensure that all the necessary documentation form part of your portfolio for Recognition of Prior Learning with BMT College. The structure of the RPL Portfolio of Evidence should consist of the following Eight sections. Number each section clearly and **DO NOT** deviate from this format.

If you are applying for credits from any of the BMT College programmes/learning areas via a process of Recognition of Prior Learning (RPL), you are required to submit documented evidence that you have covered the required outcomes of the programme.

- For work/practical experience you are required to complete and submit a relevant Portfolio Of Evidence.
- For theory RPL, you are required to submit certified copies of actual results obtained from accredited and recognised training providers or professional bodies.

RPL Portfolio of Evidence Structure:

1. BMTC FRM5060-02a - RPL Cover Sheet
2. BMTC FRM5060-02b - RPL Application Form
3. Annexure A - Unit Standard Claim Form (Please use template provided)
4. Annexure B - Extended CV
5. Annexure C - Certified Copy of ID or Passport.
6. Annexure D - Certified Copy of highest school qualification obtained.
7. Annexure E - Evidence of Unit Standard Claim (Please use template provided)
8. None BMT College Students - Cheque or Proof of payment to BMT College registration fee (Certificate in Human Resources Management of R1, 290 or the Diploma in Human Resources Management of R1, 890) The RPL assessment is done free of charge to Enrolled BMT College Students
9. Certified copies of results obtained from accredited and recognised training providers or professional bodies.

RPL Portfolios of Evidence that is incomplete or deviate from the above structure will **NOT** be assessed.

Instructions on compiling the RPL Portfolio of Evidence :

The assessment process evaluates the eligibility of a prospective learner for exemption of unit standards in current programme material offered by BMT College.

The College needs elaborate information for decision making. Portfolio of evidence is critical in the assessment process as BMT College is a distance education college and learners are not always available for personal interviews. The completed RPL POE's should be posted to BMT College. It is the learners responsibility to make sure that he or she complies with the general admission criteria for the specific qualification to which the learner wishes to enrol for. (See Prospectus for admission requirements)

In order to put the prior learning portfolio together:

- The learners must review his/her career history, hobbies, areas of interest, skills training, etc. List the areas of knowledge, skills and abilities acquired as a result of experiences through informal or on the job training and development. Recommendation letters by the learner's HR manager will be considered.
- Assemble evidence of knowledge in the relevant learning areas. Include samples of work experience in the learners CV. Certificates in formal training courses and workshops. Letters of verification/authenticity from employers or training institutions with contact details where possible. Evidence must be relevant to unit standard credits applied for through BMT College.
- Explains how the above knowledge was acquired and produce evidence to support the knowledge.
- Learners need to provide evidence on the specific outcomes and assessment criteria of each unit standard. The complete unit standard can be downloaded from the SAQA website to ensure compliance.

NOTE : Do not clutter the application with unnecessary or irrelevant information that is not related to the Unit Standards indicated in *Annexure A - Unit Standard Claim Form*.



RPL ASSESSMENT APPLICATION COVER SHEET

RPL Reference #		Subject	
Student Number		Date Submitted	
Full Names			
Surname			

STATEMENT UNDER OATH

I (full names) _____ hereby declare that the attached RPL (Recognition of Prior Learning) Portfolio of Evidence is my own work and a true reflection of my ability and knowledge for the Unit Standards indicated in **Annexure A**.

Signed at _____ on this
the _____ day of _____ 2008

Signature (Student)

Signature (Commissioner of Oaths)

Commissioner of Oaths

OFFICE USE

US #	Competent	US #	Competent	US #	Competent	US #	Competent
Assessment Finalised :							
Assessor :							
Moderator :							

Certificate in Human Resources Management SAQA ID: 49691 - BMT Code: HRM401

Module	US #	Unit Standard Title	NQF Level	Credits	US Claim
1 Core	9973	Apply basic business concepts	Level 3	8	
1 Core	10170	Demonstrate understanding of employment relations in an organisation	Level 3	3	
1 Core	12135	Represent stakeholders in consultations and discussions on matters that arise at shop floor level	Level 3	3	
1 Elect	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Level 4	12	
2 Core	10978	Recruit and select candidates to fill defined positions	Level 4	10	
2 Core	10980	Induct a new employee	Level 4	6	
2 Core	10983	Participate in the implementation and utilisation of equity related processes	Level 4	5	
3 Core	12153	Use the writing process to compose texts required in the business environment	Level 4	5	
3 Core	117495	Assess legal contracts for business	Level 4	8	
3 Core	10169	Administer data, systems, payments and provide advice related to compensation	Level 4	4	
3 Elect	11473	Manage individual and team performance	Level 4	8	
4 Core	24899	Analyse the skills development legislation and apply it in the workplace	Level 4	4	
4 Core	117877	Perform one-to-one training on the job	Level 3	4	
4 Elect	15227	Conduct skills development administration in an organisation	Level 4	4	
4 Elect	117870	Conduct targeted training and development using given methodologies	Level 4	10	
4 Core	244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4	
Fund	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	4	
Fund	8968	Accommodate audience and context needs in oral communication	Level 3	5	
Fund	8969	Interpret and use information from texts	Level 3	5	
Fund	8970	Write texts for a range of communicative contexts	Level 3	5	
Fund	8973	Use language and communication in occupational learning programmes	Level 3	5	
Fund	8974	Engage in sustained oral communication and evaluate spoken texts	Level 4	5	
Fund	8975	Read analyse and respond to a variety of texts	Level 4	5	
Fund	8976	Write for a wide range of contexts	Level 4	5	
Fund	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	
Fund	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6	
Fund	8979	Use language and communication in occupational learning programmes	Level 4	5	

Learner must ONLY choose a minimum of 24 Elective Credits for the qualification - see following page for more options

Certificate in Human Resources Management - Further elective options

US #	Unit Standard Title	NQF Level	Credits	US Claim
117865	Assist and support learners to manage their learning experiences	Level 4	5	
10038	Conduct follow-up with customers to evaluate satisfaction levels	Level 4	14	
10031	Edit, Code and Capture data	Level 4	5	
12544	Facilitate the preparation and presentation of evidence for assessment	Level 4	4	
11473	Manage individual and team performance	Level 4	8	
10037	Take orders from customers to fulfil a need for goods and/or service	Level 4	10	
10171	Manage the capture, storage and retrieval of human resources information using an information system	Level 5	3	

The above unit standards are not part of the BMT College HRM learning programme layout but may be used for the RPL option. Learner must choose to complete a minimum of 24 Elective Credits for this qualification.

Diploma in Human Resources Management SAQA ID: 49692 HRM501 (1st year)

Module	US #	Unit Standard Title	NQF Level	Credits	US Claim
1 Core	114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	Level 5	8	
1 Core	11286	Institute disciplinary action	Level 5	8	
1 Core	10985	Conduct a disciplinary hearing	Level 6	5	
1 Core	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective agreements and Bargaining Councils	Level 5	6	
2 Core	11911	Manage individual careers	Level 5	5	
2 Core	252034	Monitor team members and measure effectiveness of performance	Level 5	8	
2 Core	12140	Recruit and select candidates to fill defined positions	Level 5	9	
2 Core	7848	Manage the induction of new staff	Level 5	5	
2 Core	11907	Draft an employment contract	Level 5	3	
3 Core	12139	Facilitate the resolution of employee grievances	Level 6	5	
3 Core	116927	Apply the principles of employment equity to organisational transformation	Level 5	10	
3 Core	15229	Implement codes of conduct in the team, department or division	Level 5	3	
4 Core	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	Level 5	3	
4 Elect	15217	Develop an organisational training and development plan	Level 5	6	
4 Elect	252041	Promote a learning culture in an organisation	Level 5	5	
4 Core	117871	Facilitate learning using a variety of given methodologies	Level 5	10	

Diploma in Human Resources Management SAQA ID: 49692 HRM502 (2nd year)

Module	US #	Unit Standard Title	NQF Level	Credits	US Claim
5 Core	114882	Develop holistic productivity improvement strategies and plans	Level 5	10	
5 Core	114886	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	Level 5	8	
5 Elect	114879	Promote a productivity improvement strategy	Level 5	10	
5 Core	15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	Level 5	4	
5 Core	10148	Supervise a project team of a business project to deliver project objectives	Level 5	14	
6 Core	12138	Conduct an organisational needs analysis	Level 6	10	
6 Elect	11906	Manage the design, development and review of a human resource information system	Level 5	3	
6 Core	10171	Manage the capture, storage and retrieval of human resources information using an information system	Level 5	3	
6 Core	7882	Manage Payroll Records	Level 5	6	
6 Fund	110528	Compile and control a budget for a range of office supply requirements	Level 5	4	
7 Fund	12433	Use communication techniques effectively	Level 5	8	
7 Fund	10044	Implement a generic communication strategy	Level 5	10	
7 Fund	115791	Use language and communication strategies for vocational and occupational learning	Level 5	5	
7 Elect	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	Level 5	10	
7 Core	11909	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	Level 5	5	
7 Core	252024	Evaluate current practices against best practice	Level 5	4	
7 Core	115830	Develop own ability to provide a business advisory service for SMMEs	Level 5	10	
8 Elect	15221	Provide information and advice regarding skills development and related issues	Level 5	4	
8 Core	15232	Coordinate planned skills development interventions in an organisation	Level 5	6	
8 Elect	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	Level 5	5	
8 Core	115753	Conduct outcomes based assessment	Level 5	15	

Example of Completed RPL claim form for Business Administration

US #	Unit Standard Title	NQF Level	Credits	US Claim
14999	No claim	Level 4	3	
14995	No claim	Level 4	4	
15007	No claim	Level 4	4	
15008	No claim	Level 4	2	
117495	No claim	Level 4	8	
117494	No claim	Level 4	7	
110009	Manage administration records- Evidence: As a owner of a business I am responsible for the administration of all records of the business. As the general manager of Ukubanga Estate I have been responsible for the implementation of new systems and administrative procedures. I attach a copy of the procedures and systems that I have put in place.	Level 4	4	4
110003	Develop administrative procedures in a selected organization - Evidence: Reference documents in folder A1 of procedures developed and implemented by me.	Level 4	8	8
15234	No claim	Level 5	4	
117492	Record and process workplace transactions - Evidence: Studied Accounting 1 through the Institute of Certified Bookkeepers - copy attached to my application, reference documents in folder A2	Level 4	10	10
117491	Produce accounting reports - Evidence: I produce all the financial reports for my own company and oversee the accounting processes - Studied Accounting 1 through the Institute of Certified Bookkeepers - copy of the certificate attached , reference documents in folder A2	Level 4	10	10
117497	No claim	Level 4	10	
14927	No claim	Level 4	4	
117499	Demonstrate entrepreneurial competence - Evidence: I Have bought and run a Seven Eleven store since 1999. In that time my business has grown to include to more Seven Eleven stores and a Quick photo shop. I attach a reference letter from the franchise company to support my statement reference documents in folder A3	Level 4	12	12
114598	No Claim	Level 4	5	
10013	No Claim	Level 4	4	
117500	Manage finance in a small business - Evidence: I produce all the financial reports for my own company and oversee the accounting processes - Studied Accounting 1 through the Institute of Certified Bookkeepers - copy attached to my application, reference documents in folder A2	Level 4	8	8
8974	Engage in sustained oral communication and evaluate spoken texts- Evidence: As a chairman for the Pietermaritburg Round Table I am able to chair a business meeting. I attach a letter various members of the Round Table to support my claim, reference documents in folder A4	Level 4	5	5
8968	Accommodate audience and context needs in oral communication- Evidence: As a chairman for the Pietermaritburg Round Table I am able to chair a business meeting. I attach a letter various members of the Round Table to support my claim, reference documents in folder A4	Level 3	5	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems - Evidence: Studied Statistics as a subject in the National Diploma Production Management , reference copy of Certificate and Academic Transcript in folder A5	Level 4	6	6