

RPL PORTFOLIO OF EVIDENCE GUIDE

INSTRUCTIONS:

An RPL application will need to be submitted personally or by courier as a hard-copy, well-bound portfolio of evidence detailed as follows;

Section A	Description Cover
	<ul style="list-style-type: none"> Cover Page
	<ul style="list-style-type: none"> Index/Table of Contents
	<ul style="list-style-type: none"> Covering Letter stating why are you applying.
Section B	Personal Details
	<ul style="list-style-type: none"> RPL Application Form IA
	<ul style="list-style-type: none"> Tick option (1) for undergraduate qualifications, or (2) for RPL exemptions of subject/s and/or (3) for Advanced Standing,
	<ul style="list-style-type: none"> Signing undertaking by Applicant and dated.
	<ul style="list-style-type: none"> Proof of Payment Receipt.
Section C	Evidence Unit 1:
	<ul style="list-style-type: none"> Letters of Support and/or Awards are admissible.
Section D	Evidence Unit 2:
	<ul style="list-style-type: none"> Detailed Curriculum Vitae
Section E	Evidence Unit 3:
	<ul style="list-style-type: none"> Human Resources Job Profile (where applicable) AND a job description of current position.

Section F	Evidence Unit 4: Evidence Locator Grid
	<ul style="list-style-type: none"> Sections of Samples of Portfolio Evidence aligning and matching against the outcomes of the requisite qualification (using Departmental Handbook).
Section G	Evidence Unit 5:
	<ul style="list-style-type: none"> Certified Registration/s with relevant Professional Bodies.
Section H	Evidence Unit 6:
	<ul style="list-style-type: none"> Certified Identity Document and Matric Certificate and/or equivalent
Section I	Evidence Unit 7:
	<ul style="list-style-type: none"> Annexures of certified transcripts of any qualifications attained.
Section J	Evidence Unit 8:
	<ul style="list-style-type: none"> SAQA evaluation of foreign qualification. For info see: https://dfqeas.saqa.co.za/dfqeas/user/home (WHERE APPLICABLE)
Section K	Evidence Unit 9:
	<ul style="list-style-type: none"> Annexures of continuous professional development activities.
Section L	Evidence Unit 10:
	<ul style="list-style-type: none"> Annexures of professional skills development training.
Section M	Evidence Unit 11:
	<ul style="list-style-type: none"> If you request formal subject recognition, please submit the syllabi (short summation of what the course entails) of any courses attended/passed.
Section N	Portfolio Review
	<ul style="list-style-type: none"> Any other or further supporting documents that you feel may be added.
Section O	Portfolio Review
	<ul style="list-style-type: none"> Any reflection essay (OPTIONAL OR WHERE REQUESTED).
Section P	Portfolio Review
	<ul style="list-style-type: none"> Any electronic supporting documents that you feel may be added (CD; USB etc.)