



RPL Application Form for Business Management Diploma NQF 6

1. RECOGNITION OF PRIOR LEARNING (RPL)

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 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 full qualification based on your assessment.

The process entails the following:

1. Identifying: The qualification for which the candidate believes that they will meet the requirements. Candidates must collect and structure evidence to provide competence against each module.
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 module that he/she applied for against the full qualification for a 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.

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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.

8. CREDIT ACCUMULATION

A credit is a weighting value assigned to a unit standard or qualification. One credit equals **10 hours of notional learning** time required to master the capabilities described in a unit standard or a qualification. Credits are the building blocks of a qualification. Each qualification states the amount of credits needed to complete a full qualification. Learners accumulate credits towards a full qualification.

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.

9. RPL ASSESSMENT

RPL will be done by means of an integrated assessment. If a learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in the relevant qualification the appropriate credits will be assigned to the learner. Recognition of Prior Learning includes formal, informal and non-formal learning and work experience.

All students will still have to complete all summative assignments in the first and second year, all formative and summative assignments in the third year, the Final Integrated Summative Assignment (FISA) and the work integrated learning project in the third year of studies regardless of the RPL Assessment Outcome.

BMT College will only assess RPL Applications for students that are registered BMT College students and that has paid either the registration fee or have made a first payment, depending on the payment option chosen by the student in the enrolment phase.

10. 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.

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.

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11. RPL STRUCTURE

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 sections. Number each section clearly and **DO NOT** deviate from this format:

1. RPL Application Cover Sheet with student number and personal details - Form BMTC FRM5060-03²⁰¹¹
2. Summary of Employment History
3. Summary of Qualification History
4. Completed Summary of experience/ knowledge/ competency per exit level outcome - (Form A - E)
5. Supporting Evidence for each exit level outcome that you have experience/ knowledge/ competency in.
6. Comprehensive CV that includes all work experience with a detailed job description for each position that you have held and also explain in detail your main responsibilities, daily activities, functions and roles that you perform or performed in each position. Your CV should also include your qualification history and other information that will demonstrate your competence, knowledge or experience in support of your application.
7. Certified copies of results obtained from accredited and recognised training providers or professional bodies.
8. Certified copy of highest school qualification obtained.
9. Certified copy of ID

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 certain assignments 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). As mentioned under point 9 - BMT College will only assess RPL Applications for students that are registered BMT College students and that has paid either the registration fee or have made a first payment depending on the payment option chosen by the student in the enrolment phase.

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.
- Learners need to explain how the above knowledge was acquired and produce evidence to support the knowledge.
- Learners need to provide evidence on the exit level outcomes and assessment criteria. Also see www.saqa.org.za for the complete qualification document to ensure compliance.

NOTE :

Do not clutter the application with unnecessary or irrelevant information.

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Summary of Employment History:

Important: A comprehensive CV must also be attached

List all the information starting with your current employer to your first employer. You may use as many pages as you need. This summary is required.

Company Name	Job Title	Employment Dates

Summary of Qualifications History:

Please provide a summary of your completed qualifications. Certified proof of all academic records is required.

Qualification	Obtained from which institution?	Studied from	Studied to	Major Subjects

Exit Level Outcome: Demonstrate a detailed knowledge of the management of a business unit/ venture				
Associated Assessment Criteria :	Evidence to support experience/ knowledge/ competency to meet the elements of this competency	Where did you gain this experience/ knowledge/ competency?	Date gained	Supporting evidence attached?
Apply strategic management principles and practices in business management activities.				
Apply entrepreneurial practices in a new business venture.				
Conduct resource planning within a business venture.				
Apply communication practices within a business environment.				

**Exit Level Outcome:
Demonstrate a detailed knowledge of the operations of a business unit/ venture**

Associated Assessment Criteria :	Evidence to support experience/ knowledge/ competency to meet the elements of this competency	Where did you gain this experience/ knowledge/ competency?	Date gained	Supporting evidence attached?
Develop operational and administrative procedures and practices within a business environment.				
Develop productivity strategies for a business environment.				
Apply supply chain management practices in a business environment.				
Conduct enterprise resource planning for a business environment.				

Exit Level Outcome:

Demonstrate a detailed knowledge of marketing and marketing communications of a business unit/ venture

Associated Assessment Criteria :	Evidence to support experience/ knowledge/ competency to meet the elements of this competency	Where did you gain this experience/ knowledge/ competency?	Date gained	Supporting evidence attached?
Explain marketing concepts and definitions which are applicable to the business environment.				
Determine specific requirements in terms of marketing and sales and the promotion of products and services.				
Develop a marketing strategy and plan for the business environment for integration in the business strategy.				
Apply integrated marketing communication in the marketing strategy and plan.				

Exit Level Outcome:

Demonstrate a detailed knowledge of the financial influences and finances of a business unit/ venture

Associated Assessment Criteria :	Evidence to support experience/ knowledge/ competency to meet the elements of this competency	Where did you gain this experience/ knowledge/ competency?	Date gained	Supporting evidence attached?
Explain financial planning principles and practices which are applicable to the business environment.				
Financial analysis, planning and control are conducted within a business environment.				
Determine financial ratios using financial statements.				

Exit Level Outcome:

Demonstrate detailed knowledge of human resources management within a business unit/ venture

Associated Assessment Criteria :	Evidence to support experience/ knowledge/ competency to meet the elements of this competency	Where did you gain this experience/ knowledge/ competency?	Date gained	Supporting evidence attached?
Explain the role of the human resource function within the business environment.				
Explain human resource management principles and practices which are applicable to the business environment.				
Analyse labour legislation in order to determine its impact on human resource management within the business environment.				