





PROCEDURE: Recognition of Prior Learning for access

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Procedure Owner	Registrar		
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Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)	Other/External (e.g. Legislation, DHET and CHE directives and guidelines)		
<ul style="list-style-type: none"> • Policy: RPL, CAT and Articulation • Policy: Admission, Application and Registration 	<ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 		
Website address of this document:	www.davinci.ac.za		

Procedure Description

This procedure document will be Recognition of Prior Learning (RPL) for access is an alternative access route into a programme of learning for those who do not meet the formal entry requirements for admission. Students will be considered on a case by case basis.

The RPL for access criteria per qualification are outlined below.

Step	Description	Notes
1	The applicant completes an RPL request form and provides the necessary documentation around prior learning and work experience	Indicated on the screening sheet
2	An application will be evaluated by a RPL panel	
3	For purposes of access to all programme(excluding doctoral programmes) a competency assessment has to be undertaken and will be evaluated at the appropriate level.	Multiple iterations for feedback are allowed prior to submission of the competency assessment
4	If the candidate is unsuccessful, they will have to complete a qualification at the NQF level below the NQF level of the qualification the candidate is wanting to access.	
5	If the applicant is successful (a result of 50%) they will be granted full acceptance to the relevant programme with the exception of the Masters applicant who will received provisional acceptance conditional on passing the Research and Methodolgy module with 60%	
6	The outcomes and decision taken for each applicant is documented on the screening sheet and that is signed-off by Registry	
7	The Admissions Office e-mails the registration admissions form, payment contract, student contract and the relevant admission letter to the applicant	
8	On receipt of the signed documentation, the accounts department will invoice the student	

Stakeholders

#	Stakeholder
1	Registrar
2	Assistant Registrar
3	Admissions Office Administrator

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	15 July 2018	

