





PROCEDURE: Recognition of Prior Learning for advanced standing

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Procedure Owner	Registrar		
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Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none">• Policy: RPL, CAT and Articulation• Policy: Admission, Application and Registration		Other/External (e.g. Legislation, DHET and CHE directives and guidelines) <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

Recognition of Prior Learning (RPL) for advanced standing is related to a applicant's request for exception of a module(s) within the learning programme based on prior learning and working experience (guided RPL assessment and/or evidence gathering process).

Step	Description	Notes
1	The applicant completes an RPL request form and provides the necessary documentation around prior learning and work experience	
2	An applicant's request for RPL for advanced standing will be evaluated by a RPL panel, made up of the Registrar, Dean Research or Dean: Teaching and Learning and the Subject Matter experts required	
3	RPL assessment sent for internal moderation	
4	The outcomes and decision taken for each applicant is documented on the screening sheet and that is signed-off by Registry	Exception will appear on the statement of results
5	The Admissions Office emails the registration admissions form, payment contract, student contract and the relevant admission letter to the applicant	
6	On receipt of the signed documentation, the accounts department will invoice the student	If the applicant is successful they will be exempt from writing any assessment of the applied for module/s

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Research
3	Registrar
4	Assistant Registrar
5	Subject Matter Expert
6	Admissions office Administrator

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 July 2018	