



PROCEDURE: Credit Accumulation and Transfer

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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 followed for Credit Accumulation and Transfer(CAT) on a programme as outlined below.

Step	Description	Notes
1	The applicant completes a RPL/CAT request form and provides the necessary certified transcripts and learning outcomes	Indicated on the screening sheet
2	An application will be evaluated by a RPL pane and a Subject Matter Expert	
5	If the applicant is successful the student will be granted exception from completing the relevant assesments for the modules applied for	Exception will apear on the statement of results
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 emails 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	Subject Matter Expert
4	Admissions office Administrator

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 June 2018	