

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

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## 1. Introduction

The Institute allows for RPL for Access and/or Advanced Standing. This takes place through a mediated process in preparation of an appropriate assessment as discussed below.

## 2. Recognition of Prior Learning (RPL) for Access

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. Candidates will be considered on a case by case basis.

The RPL for access criteria per qualification are outlined below.

### 2.1. RPL for access to the Higher Certificate qualification

Candidates will be granted entry to the qualification should they:

- ☞ have attained the age of 23 before or during the first year of registration with a Senior Certificate with a minimum of 40% in at least four higher or standard grade subjects -- at least three of which shall have been passed simultaneously and one of which shall be a higher grade subject
- ☞ have attained the age of 45 before or during the first year of registration.

If the candidate seeks entry without the prerequisite qualifications:

The Senate/Academic Board (senate's discretion) will consider RPL candidates on a case by case basis granting the candidate access on successful completion of an appropriate assessment on NQF level 4 in keeping with the purpose of the qualification.

### 2.2. RPL for access to the Advanced Certificate qualification (proposed)

If the candidate seeks entry without the prerequisite qualifications:

The Senate/Academic Board (senate's discretion) will consider RPL candidates on a case by case basis granting the candidate access on successful completion of an appropriate assessment on NQF level 5 in keeping with the purpose of the qualification.

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### **2.3. RPL for access to the Diploma qualification**

Candidates will be granted entry to the qualification should they:

- ☞ have attained the age of 23 before or during the first year of registration with a Senior Certificate with a minimum of 40% in at least four higher or standard grade subjects -- at least three of which shall have been passed simultaneously and one of which shall be a higher grade subject
- ☞ have attained the age of 45 before or during the first year of registration.

If the candidate seeks entry without the prerequisite qualifications:

The Senate/Academic Board (senate's discretion) will consider RPL candidates on a case by case basis granting the candidate access on successful completion of an appropriate assessment on NQF level 4 in keeping with the purpose of the qualification.

### **2.4. RPL for access to the BCom Qualification**

Candidates will be granted entry to the qualification should they:

- ☞ have attained the age of 23 before or during the first year of registration with a Senior Certificate with a minimum of 40% in at least four higher or standard grade subjects -- at least three of which shall have been passed simultaneously and one of which shall be a higher grade subject
- ☞ have attained the age of 45 before or during the first year of registration.

If the candidate seeks entry without the prerequisite qualifications:

The Senate/Academic Board (senate's discretion) will consider RPL candidates on a case by case basis granting the candidate access on successful completion of an appropriate assessment on NQF level 4 in keeping with the purpose of the qualification.

### **2.5. RPL for access to the Masters qualification**

If the candidate seeks entry without the prerequisite qualifications then the following criteria, or combination thereof, will apply in keeping with the entry requirements and the purpose of the qualification:

- Work experience will be evaluated for appropriateness through the submission of a portfolio of evidence
- Critical review
  - Successful completion of the Critical Review with a minimum of 50%, will allow the candidate provisional admission to the Masters qualification
- Any other appropriate assessment.

The candidate's academic record and supporting documentation will be presented to the Examination and Assessment Committee for consideration and confirmation in keeping with the clause on discretionary decisions (Higher Education Act of 1997 section 37 and 74) to confirm provisional admission.

The RPL register is presented to the Academic Board at quarterly intervals to be noted.

- Successful completion of a Research Design and Methodology module with a minimum of 60% after which the provisional admission will be converted to registration.

### **3. Credit Accumulation and Transfer (CAT)**

For CAT, the following rules apply:

- Where a similar module(s) has been successfully completed at another higher education institution that is both registered and accredited, the student would be exempted from submitting the relevant assignments. The word 'exemption' will appear in the place of a 'score' on the student's statement of results. There will be no cost for such module(s)
- Credit transfer will be considered for subject areas in relation to the qualification, and the modules that make up the qualification, if the subject areas coincide with the modules that the student chooses to register for
- If a student has successfully completed a particular iteration of a Da Vinci qualification and then wishes to complete the specialised electives from another iteration, those electives will be awarded for non-degree purposes.

- A maximum of 50% of the credits of a completed qualification at another accredited and registered higher education institution may be transferred to a qualification at The Da Vinci Institute. This policy prescript seeks to protect the integrity of qualifications by ensuring that the exception does not become the norm
- Short courses offered outside the HEQSF are non-credit bearing and, thus, individuals who register for and attend such short courses are not awarded credits against any level on the National Qualification Framework (NQF). This means no credit will be accumulated and/or transferred from such short courses. However, proof of valid assessment of the outcomes of short courses may be considered as part of a portfolio of evidence in respect of RPL
- The same set of credits cannot be transferred to more than one qualification within an institution
- All credits achieved from a part qualification and/or modules completed for non-degree purposes, from a registered and accredited higher education institution will be considered for credit transfer

#### **4. RPL and/or CAT process**

- On application, the Admissions Office receives the request for RPL for access and/or CAT
- The Admissions Office submits the request to the Registrar for evaluation
- The Registrar presents the request for RPL for access and/or CAT to a panel
- The panel is made up of the Registrar, the Dean: Research or the Dean: Teaching and Learning and subject matter experts as required
- RPL assessments are sent for internal moderation
- The evaluation is sent back to the Admissions Office for processing
- The Admissions Office generates the appropriate admission form and required payments to be made
- The Admissions Office emails the admissions form and payment details as well as the relevant admission letter to the student
- On receipt of the signed documentation, the accounts department will invoice the student
- The Institute considers cognate qualifications for Credit Accumulation and Transfer in keeping Articulation policy

## 5. Version Control

Author	Revision
Dean: Dr Ronel Blom	2017-04-04
Registrar: Ms Louise Fuller	2017-08-10
Registrar: Ms Louise Fuller	2018-06-28