



**APPLICATION FORM FOR RECOGNITION OF  
PRIOR LEARNING**

PLEASE PRINT

TITLE:
SURNAME:

Student no.
Institution:

FIRST NAME/S

--

ID/PASSPORT NO

--

POSTAL ADDRESS:

--

RESIDENTIAL ADDRESS

--

**TELEPHONE NUMBER/S**

(If the number is not your own home number, please provide the name of the contact person through which you could be reached)

HOME:

.....

WORK:

.....

CELL PHONE:

.....

FAX:

.....

E-MAIL ADDRESS:

.....

NAME OF CONTACT PERSON

.....

**ADMISSION****LS 236**

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I WISH TO APPLY FOR RECOGNITION OF PRIOR LEARNING FOR **ADMISSION** INTO:

Qualification (e.g. B Tech)	Faculty/Programme	Department

**CREDITS**I WISH TO APPLY FOR RECOGNITION OF PRIOR LEARNING FOR **CREDITS** FOR THE FOLLOWING SUBJECTS:

Related Qualification e.g. B.Ed.	Module e.g. ETP400		For office use only Level of learning Equivalent NQF level

APPLICANT'S SIGNATURE ..... DATE: .....

PARENT/GUARDIAN SIGNATURE ..... DATE: .....

RECEIVED BY: ..... DATE: .....

**Please make payment directly into our bank account.  
Clearly state your ID number or Student No. as Deposit reference on the deposit slip.**

**RPL Application fee: R330.00 Payable with application**

**Payment to:   Account name:   Central University of Technology, Free State**  
**Bank:           STANDARD BANK**  
**Branch code:   055534**  
**Account number: 240454405**

RECEIPT NO:	DATE:	AMOUNT:
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**COMMENTS: FOR OFFICE USE ONLY**

**UNDERTAKING BY APPLICANT:**

I hereby declare

- (a) that the above information is true and correct;
- (b) that I have satisfied myself as to the contents of the Rules and Regulation of the institution.
- (c) that I have satisfied myself to the steps within and the cost of the RPL process and that I understand that the RPL process may or may not find me competent on account of my prior learning for admission into or credit for Higher Education programmes of study.
- (d) that I accept responsibility for the prompt payment of all accounts as prescribed in the Policy of the CUT and any other amounts of which I am indebted to the CUT;
- (e) that I accept that I am liable for payment of all costs irrespective of whether I am found competent or not yet competent through the RPL process.
- (f) that I furthermore undertake to pay all legal costs of the CUT, including attorney-and client costs as well as collecting charges if I should fail to meet any obligations with regard to payments;
- (g) that the agreement arising from the signing of this application shall notwithstanding the place of signature deemed to be concluded at Bloemfontein.

.....

**APPLICANT'S SIGNATURE\***

**\*Remember: Both minors and parents/guardians have to sign the application form**

.....

**DATE**

.....

**PARENT'S/GUARDIAN'S SIGNATURE**

.....

**DATE**

You must include the documents indicated below:

- certified copy of ID document/passport
- certified study records (results attained and academic records) and certificate of good conduct of previous university/technikon/college
- certified copies of your certificates
- syllabi (short summation of what the course entails) of any courses attended/passed
- a brief job description of relevant positions you have held
- a brief CV
- proof of RPL application fee of R300.00
- other:

.....

.....

**1. Education and Training**

In the space below, please enter particulars of certificates, diplomas etc. which you have received for attending formal courses/programmes, short courses, in-service training courses, etc.

**ATTACH CERTIFIED COPIES OF YOU CERTIFICATES/DIPLOMAS/DEGREES**

<b>1.1 School Education</b>	<b>YEAR</b> Eg.: 1970 <b>CERTIFICATE</b> Senior Certificate : <b>INSTITUTION</b> Bloemfontein High School								
<b>1.2 Further and Higher Education</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Period</th> <th style="width: 30%;">Name of qualification</th> <th style="width: 30%;">Institution</th> <th style="width: 25%;">Year obtained:</th> </tr> </thead> <tbody> <tr> <td>E.g. 1971-1975</td> <td>B.Ed.</td> <td>University of the South Africa</td> <td>1976</td> </tr> </tbody> </table>	Period	Name of qualification	Institution	Year obtained:	E.g. 1971-1975	B.Ed.	University of the South Africa	1976
Period	Name of qualification	Institution	Year obtained:						
E.g. 1971-1975	B.Ed.	University of the South Africa	1976						
Includes certified copies of: * Certificate <input type="checkbox"/> * Academic record <input type="checkbox"/>									

**2. Other Workshops/ Training/Short courses**

Describe the learning you acquired via short courses/training and other workshops in relation to the qualification you seek admission to:

Attach certified copies of these documents at the back in an Appendice.

E.g. Name of course/ workshop: Communication skills:	Institution: Telkom:	Date/ Duration: E.g. 12-13/08/2003 (2 days)
Name of course/workshop:	Institution:	Date/ Duration
Certificate of attendance: <input type="checkbox"/>	Assessment included : <input type="checkbox"/>	
Includes certified copies of:		
* Certificate <input type="checkbox"/> in Appendice (NUMBER)	I learnt to: _____ _____ _____ I applied it in my job in the following way: _____ _____ _____	
Name of course/workshop:	Institution:	Date/ Duration
Certificate of attendance . <input type="checkbox"/>	Assessment included : <input type="checkbox"/>	
Includes certified copies of:	I learnt to: _____	
* Certificate		

E.g. Name of course/ workshop: Communication skills:		Institution: Telkom:	Date/ Duration: E.g. 12-13/08/2003 (2 days)
Name of course/workshop:		Institution:	Date/ Duration
Certificate of attendance: <input type="checkbox"/>		Assessment included : <input type="checkbox"/>	
Includes certified copies of:			
<input type="checkbox"/> in Appendice (NUMBER)	_____ I applied it in my job in the following way: _____ _____ _____ _____ _____ _____		
Includes certified copies of:  * Certificate <input type="checkbox"/>  in Appendice (NUMBER)	Certificate of attendance . <input type="checkbox"/> Assessment included : <input type="checkbox"/> I learnt to: _____ _____ _____ _____ _____ _____ _____ I applied it in my job in the following way: _____ _____ _____ _____ _____ _____		
Includes certified copies of:  * Certificate <input type="checkbox"/>  in Appendice (NUMBER)	Certificate of attendance . <input type="checkbox"/> Assessment included : <input type="checkbox"/> I learnt to: _____ _____ _____ _____ _____ _____ _____ I applied it in my job in the following way: _____ _____ _____ _____ _____ _____		

**3 EXPERIENCE**

**3.1 Work Experience**

Please list your work experience starting with the most recent work experience: If you were a supervisor indicate how many people were under you.  
Please note that **group work** should also be listed when your contribution cannot be separated by the contributions of others (when the evidence cannot be proved to be your own work). If possible give an indication of your contribution

**3.1.1 Current job information**

Employer: Company name

Work address

Job Title

Period in this position

Responsibilities \* Attach your job description in Appendice A

Direct supervisor:

Name:

Contact Number:

What knowledge and skills do you need to do the job?

  
  
  
  


**3.1.2 Other Work Experience**

What was your job title?      What were your responsibilities?  
 What did you do?      What did you have to know to do the job?

Period	<i>E.g. 1990–1994</i>	Company:	Name & Contact details of supervisor:
Job Title:	<i>E.g. Secretary</i>	<i>E.g. ABC Company</i>	<i>E.g. Mr B Smith Tel no: 021 522 7890</i>
Responsibilities:	<i>* Managing the diary of the office; * Ordering office supplies</i> <i>* Arranging appointments; * Coordinating events</i>		
What knowledge and skills do you need to do the job?	<i>Knowledge and skills needed:</i> <i>Knowledge of diary management ; Communication and Computer skills, etc.</i>		

Job Title:	<i>Period:</i>	<i>Company:</i>	<i>Name &amp; Contact details of supervisor:</i>
Responsibilities:	_____	_____	_____
	* _____	_____	_____
	* _____	_____	_____
	* _____	_____	_____
What knowledge and skills did you	_____	_____	_____

need to do the job?			
<u>Job Title:</u> <u>Responsibilities:</u>  What <b>knowledge</b> and <b>skills</b> did you need to do the job?	<i>Period</i> _____ * _____ * _____ * _____ * _____ _____ _____ _____ _____	<i>Company</i> _____ _____ _____ _____ _____ _____ _____ _____	<i>Name &amp;Contact details of supervisor</i> _____ _____ _____ _____ _____ _____ _____ _____
<u>Job Title:</u> <u>Responsibilities:</u>  What <b>knowledge</b> and <b>skills</b> did you need to do the job?	<i>Period</i> _____ * _____ * _____ * _____ * _____ _____ _____ _____ _____	<i>Company</i> _____ _____ _____ _____ _____ _____ _____ _____	<i>Name &amp;Contact details of supervisor</i> _____ _____ _____ _____ _____ _____ _____ _____

#### 4. Volunteer/ service

Describe your involvement in volunteer work. Indicate the organisation, type of project, your role (e.g. secretary) ; and the learning that you obtained that is relevant to the learning programme/qualification that you are being assessed for RPL. Describe exactly what you had to know or do to be able to function in your role.

Give Witness statements where possible:	E.g. Organisation's name: (Motheo Welfare organization.) Fund raising. Role: Committee member. Action: Planning events. Learnt to:..... _____ _____ _____ Had to use skills of :..... _____ _____
	Name of witness: ..... Job title of witness: <u>Contact details of witness:</u> Cell. number: .....Other number: .....

<b>5. Hobbies/interests</b>	Supply a summary of any relevant hobbies or activities that you have undertaken that could assist in the RPL process. What kind of learning did you obtain?
	<p>Learnt to:.....</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Had to use skills of :.....</p> <p>_____</p> <p>_____</p> <p>_____</p>

***DECLARATION OF AUTHENTICITY***

Instructions: Complete this declaration as part of the validation process.

I ..... (full name)

..... (ID number)

declare that the contents of this CV are evidence of my own learning and experience.

Please note that **group work** should also be listed when your contribution cannot be separated by the contributions of others (when the evidence cannot be proved to be your own work). If possible give an indication of your contribution.

**Signature of applicant:** .....

**Date:** .....

<b>FOR OFFICE USE</b>			
<b>Head of department:</b>		<b>Dean:</b>	
<i>Comments</i>	<i>Recommendation and Signature</i>	<i>Comments</i>	<i>Recommendation and Signature</i>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....