RPL FOR ACCESS INFORMATION

PLEASE READ THIS CAREFULLY AND THOROUGHLY

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Introduction

Thank you for your interest in the RPL for Access Management Platform Service. We provide you here with information regarding the RPL for Access process as well as questions you may have regarding the process. Please **read all the way to the end** as the information in this document will set the basis for your application process and should help you to get started and make an informed decision regarding your application process.

What is RPL for Access?

RPL for Access (RPLA) stands for Recognition of Prior Learning. The purpose of this process is to recognise your previous learning with the goal of giving you an alternative way to get into higher education.

What does alternative access mean?

This means that even though you may not have met the minimum requirements for traditional access into a specific qualification, you have this alternative route available for you to possibly get access into a course at a specific educational institution.

Can you give me an example of what you mean?

If you, for example wrote matric and missed the endorsement level and received a Higher Certificate Access endorsement, but the course you want to apply for requires a Bachelor's Degree Access, you can follow this process in order to gain possible access into this course.

Another example, if you are around 23 years of age, but do not have a matric certificate, you can also follow this process in order to have your experience and prior knowledge recognised as a mechanism to gain possible access into a course.

All the various options are dependent on the course and educational institution where you are applying at. Please consult your educational institution representative for more information, as access is institution specific.

What is the goal of this process?

This process aims to allow you the opportunity to do either of the following:

1. Allow you access into a higher qualification level, than what is stated on your matric certificate endorsement.
2. Allow you the opportunity to access higher education when you are at a stage in your life where you do not qualify as someone from a school going age, and who would have some level of experience which can supplement your studies.
3. Allow you the opportunity for access into higher education but do not have a matric certificate, but can prove that you have relatable experiences which will allow you to apply those experience in your studies.

Some important things to be aware of

1. This process is **not** an easy get-out-of-school early process. If you do not have a matric certificate and can still go back to school to finish matric, we encourage you to do so. If you are of an age where you can finish school, and you apply for this process, your application will be rejected – either by us, or the participating educational institution.
2. If you are already in an educational institution, you cannot use this process to skip your current course level to go on to the next. For example, if you are currently half-way through a Higher Certificate course and try to get RPL'd for a three year degree course, your application will be declined by the educational institution as you are already within the educational system. This process is only for those who are not yet in the system.
3. Secondly, this process is also **not easy** and you will find that you will have to put in some effort to prove that you are ready and capable to meet the demands of the course you are applying for. Depending on the course and your educational institution, you may be required to complete a portfolio of learning, work sample, interview and/or a learning capacity and potential assessment – just to name a few of the possibilities.
4. Thirdly, going through this process **does not mean that you are entitled** to be granted access into the educational institution or course where you have applied. The institution is not obligated to accept your application, if they have valid reasons to do so. This process is a courtesy granted to you by the institution to help you along to further your

education. Therefore, you have to meet all the requirements set out in this process. It is possible that the educational institution may have reservations about your application for a specific course, and may suggest an **alternative route** they deem to be more suitable for you at this point in time. This is all to ensure that you can successfully master the course and its contents. It won't help the educational institution to set you up for failure.

5. Where you may not have met the assessed requirements for the course, but the educational institution decides to preliminarily allow you access, your access may have to be based on, for example, a well-motivated motivational letter, your own proposed study development plan as well as proposal on how you are going to ensure your success academically at the educational institution, another follow-up interview, and so on.

What are the minimum requirements to be considered for an RPL for Access process?

- You are a South African citizen.
- You are a non-RSA citizen with a SAQA equivalence certificate.
- You are at a school leaving age and a non-traditional student (a student who is not in the educational system, for whatever possible reason).
- You can supply all the documents for this process (ID/ passport, formal qualifications, proof of experiences). If you are unable to supply us with your latest formal qualifications/certificates achieved, you would ask you to upload a short letter why this is the case. You can write this letter in 'WORD' and upload this to the system.
- You are sure that you do not meet the minimum requirements for access into your chosen course.
- If you do not have matric, you are not at an age or position to be able to complete matric anymore.

When am I not eligible?

- You are below school leaving age
- When you are still in school/ or in a formal educational programme (i.e. you are at another college or educational institution).
- If you try to get out of school through this process.
- You are not a South African citizen, and cannot provide a SAQA equivalence certificate.
- You are not able to supply any documents (ID/ passport, proof of experiences and or learning).
- If you are not sure whether or not you meet the minimum access requirements or not of the educational institution. In this particular case, please consult your educational institution's representative for more information and assistance.

Is RPL for Access open to all courses and educational institutions?

No. Not all educational institutions follow this process. Also, not all courses can follow this process due to the specialisation and qualification path element thereof. This would be for example medical degrees, engineering, and so on. Also, if you want to RPL yourself based on extensive experience, it is possible that you may rather need to opt for the RPL for Credit process, rather than the RPL for Access process. Please contact your educational institution representative for more information and assistance.

Can I apply at more than one educational institution, or for more than one course at a time?

No. You cannot apply at more than one college, or study course at a time. If you have been unsuccessful in your application at any stage you may apply for another qualification if need be.

What are you looking at in this process?

In this process, we recognise any possible learning that you may have acquired up to now, which can support you in your further education. The important keyword here is **learning**. If you have experiences where you have learned things that you can apply in your educational life, it will definitely support you in your studies. Learning that you may have obtained can be of an informal nature (through out-of-school activities, sport, cultural activities, casual jobs, clubs, other things that you learned by accident, etc.) and non-formal nature (where you have learned skills that can be directly applied in your studies from a job, non-certified short courses that you took, workshops, etc.). Formal learning is also recognised – that your highest level of education, such as matric, certified courses, and so on.

How fair is this process?

We aimed to make this process as non-biased, inclusive and culturally fair as possible, within the limits of what technologically can be achieved. A reliable and valid process will consider all your informal, non-formal and formal learning up to this point in time to be considered towards your access into the course you want to apply for. To ensure transparency, you are given lots of information in this document as well as through further communication as the process develops. We provide you with as much assistance possible through your educational institution, as well as through our interactive services.

How is this process done?

This process will be done by you providing us with all the possible evidence, knowledge and skills through an Online RPL for Access application. The process follows more or less the following steps:

- You register for the RPL for Access process. Remember that you have to verify your email as well before your login details will be registered.
- You give consent and agree to the terms and conditions of this process.
- After the consent you pay the required fee for your process (please consult your educational institution representative for information regarding the fee for your specific process).
- Once we received your payment, you will receive notification that your portal opened and that you can continue with the application process.
- First main part requires you to submit your biographical data, details regarding your latest formal qualifications, upload of your ID and latest highest formal educational certificate.
- Also as part of the first section, you also indicate at which educational institution and campus you want to study. Here we also require you to indicate which course you are applying for. If you are not sure what course to select, please consult your educational institution representative for assistance.
- The second part requires you to complete a study readiness questionnaire which looks at what is enhancing or hindering you in progressing through your studies.
- The third part involves you completing a Competency Assessment Measure (CAM), to help us determine your degree of competence in specific areas. This assessment will be specific to your course and its competencies.
- At the fourth part, the course you applied for, will determine what you will do from here. Depending on your course and educational institution, you may be required to do one of the following:
    - A portfolio of learning,
    - Work sample,
    - You do not be offered a portfolio of learning or work sample assignment and will directly proceed to the fifth part.
- The firth part requires you to rate your learning of certain competencies up until this point in time. Here it is crucial that you critically think and evaluate your ratings here. **Be very honest and realistic in your ratings**.
- The latter part of the online application will ask you to supply us with:
    - two reference people who can be contacted. Please do not use close family and friends, as they will be biased.
    - any evidences you want to add to your application in support of what you already supplied. This can be things such as videos, voice notes, work samples, photos, reference letters, certificates, and so on. The possibilities are endless. The more you can give, the better
    - a motivational letter.
- Once you supplied all of the above information, you submit your application for verification and booking of the formal assessment and interview phase.

You mentioned that I have to be assessed? What does that entail?

The *standard* assessment process entails the following:

- Current and potential non-verbal problem solving and learning assessment
- English Competence Assessment and other competency assessments needed for that qualification (such as a mathematics test)
- Competency Based Interview (CBI) led by a subject matter expert based on critical competencies required for this course.

Important details you have to remember:

1. Before you start with this application process, make sure that this is what you want to do. If you decide half-way that you do not want to continue, or find something else that you would rather want to do in the meantime, we do not refund the fee that you paid. We do this to force you to commit to the process and to see it through to the end.
2. You will notice in the application process that the questions asked will be quite comprehensive and focused on the competencies required to be successful at courses offered by the educational institution you applied at.
3. You will receive frequent emails and sms' from us. Therefore, be on the lookout for communication from us. Also check your junk mail/ spam boxes, as our emails may be directed there by your email provider. Every email and sms that we send to you is an important link in the process. If you do not pay attention to them, your process will be delayed unnecessarily. The eight main emails you should be on the lookout for are:
    - A confirmation of registration email
    - An email with your copy of the terms, conditions and consent
    - An email from Sage Pay confirming your payment
    - An email from us to inform you that your portal is active
    - Any guideline emails that may be required to help you complete the process (not everybody will get this email)
    - After submission, a confirmation email that your application has been submitted
    - An email indicating that your application was either unsuccessful and that you need to make certain changes or additions; or your application has been successful
    - An email with your assessment booking details as well as a guide which will inform you about the process going forward.
    - An email containing your Study Readiness Questionnaire report and development guidelines (*note that this report is not your application results report*)
4. If you are required to complete the portfolio of learning for your course, **do not simply gloss over the questions with short superficial answers. Think very carefully what you write or answer! Pay close attention to your language, grammar, punctuation, etc.** At the end of the process we have a verification process. If your answers are not at the required level, we will send it back to you for a revision. This process will repeat until it is at a satisfactory level of completeness and linguistic correctness. Just a note here. Keep your language simple. We do not require you to use so called "Oxford Dictionary English". If it is not your first language, do not pretend to be someone who is a home language English speaker. Just focus on keeping your communications clear, yet focused on grammar, spelling, punctuation, etc.
5. Many of the answers we require from you will be forced answers or uploads. This means that if you did not answer or uploaded a particular question, the system will not allow you to carry on until that question or upload is done.
6. You will be required to complete a questionnaire as well which focuses on your environmental attributes, personal attributes, personality, learning orientation and technological access. Be **honest** in this questionnaire as the answers you give here, will help the educational institution to assess where they can help you or where more help will be needed. Please do not let someone else complete this questionnaire on your behalf as this will skew your results and may force us to declare your results invalid or questionable**. Note that this is not a psychometric test, nor does it claim to be one.** It is purely a developmentally-focused questionnaire about you and your circumstances.
7. We ask you to upload information about your references. Please let your references know that they may get a call from your chosen educational institution, who may want to do a reference check on you. This is so that they are not caught completely off-guard.
8. From first activation, you will have a maximum of 6 months to submit your application and to have it verified for the second phase assessments. Thereafter, your profile will be terminated and you will lose the fee that you paid. Depending on your particular educational institution, if you submitted and have your application verified on or before the first week of December, you should have until the last open office day in December at the educational institution to complete your assessment.

Where do I register?

Now, if your educational institution representative have not pointed you into this direction already, you will have to go to the link the educational institution has given you.

Can I do this process on a cell phone or tablet?

We recommend that you do not do this process on a cell phone, tablet or any other mobile devise. The reason is mostly for practical purposes as well as the degree of accurate and quality information being submitted. We strongly suggest that you make use of a computer or laptop. Due to the magnitude of information you have to complete or supply, you will most probably find the process very uncomfortable. If you do not have a computer, we strongly suggest that you visit your educational institution and complete the application from there.

I lost my password!

If you forgot your password. Go the website address you received from your educational institution and click on **login**. At the bottom you will see a link called **'forgot password'**. Click on the link and follow the instructions to re-set your password. Once you are done, you can log back in at the web address you received from the educational institution and continue with the process.

What are the broad steps and payment details?

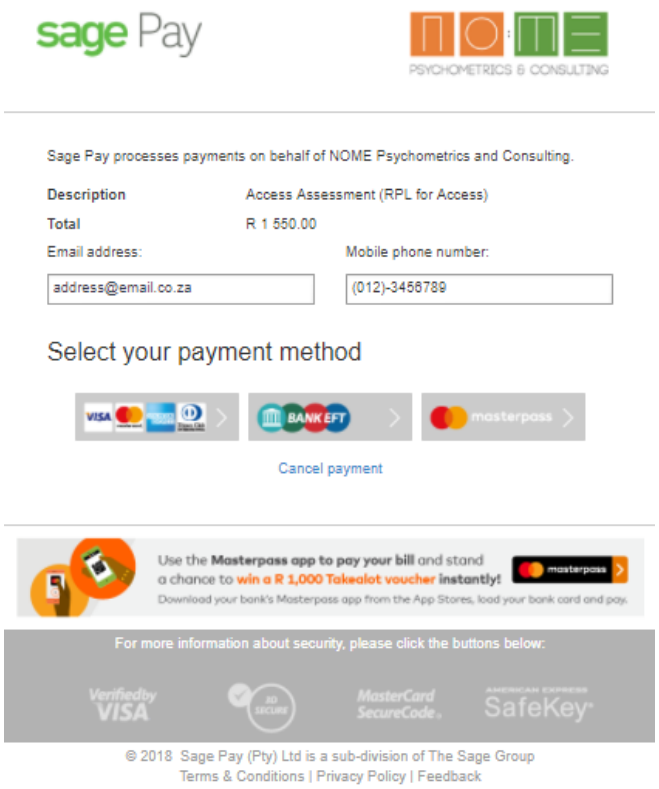
Step 1: **Register on the website link you received from your education institution.** Click on register, determine whether or not you qualify, and continue to provide your details, email and password. Be on the lookout for the registration verification and confirmation email. Continue to the information screens which give you the background information. Please read this carefully.

Step 2: **Agree to the terms, conditions and consent** – be on the lookout for your copy of the terms, conditions and consent which will be emailed to you.

Step 3: **Pay the stipulated fee on Sage Pay** – be on the lookout for the payment confirmation and notification of portal activation emails.

- Please make sure that you **reference your P-number (e.g. P23E10X).** Incorrect references results in delayed or no service. Wrong references means that you consequently paid your fee into the wrong business account. Make sure that you have the correct reference number!
- The fee can be paid via retail payments, iPay, credit card or EFT (at the indicated banks on Sage Pay). **Please note that certain payment methods may take two to three business days to reflect.** If you want to pay cash, you can do so via a bank branch, Shoprite, Checkers, House & Home as well as Post Office. Just make sure that you follow the correct referencing methods as indicated on Sage Pay.
- We find that there is a bit of a lag for credit card and retail payments, but that EFT generally process faster. **Payments can take from around an hour to 72 hours to reflect**. It primarily depends on the bank service and bank used. Please be patient here as normal ABSA banking rules and business hours apply. If you pay on a holiday or weekend, your payment will be processed the first following business day.
- After you have paid and Sage notified us of the payment, your portal will be automatically activated where after you can continue with your application process through the website when you started your registration process.
- If you were given FNB or ABSA bank account details by the educational institution, please do not use those details as it is our old process and bank account. Only Sage Pay payments as listed below will be recognised and accepted.
- Sage Pay and Options:

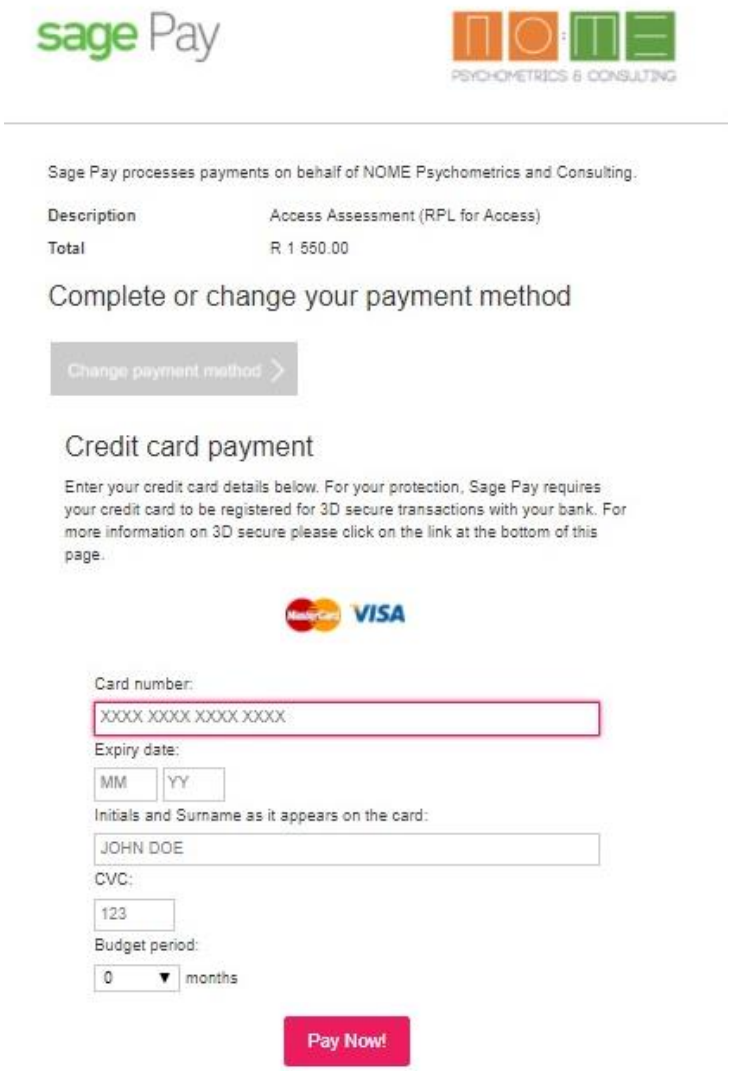
Landing Screen:



Click on the payment method of your choice. The far left option is for credit card payments, the middle option is for EFT/ Cash payments at a bank or ATM, and the right-option is the masterpass option. Fill in your email address as well as your cell phone number. Please make sure that you type your information correctly. Depending on the educational institution, your portal may also have iPay and retail banking options available.

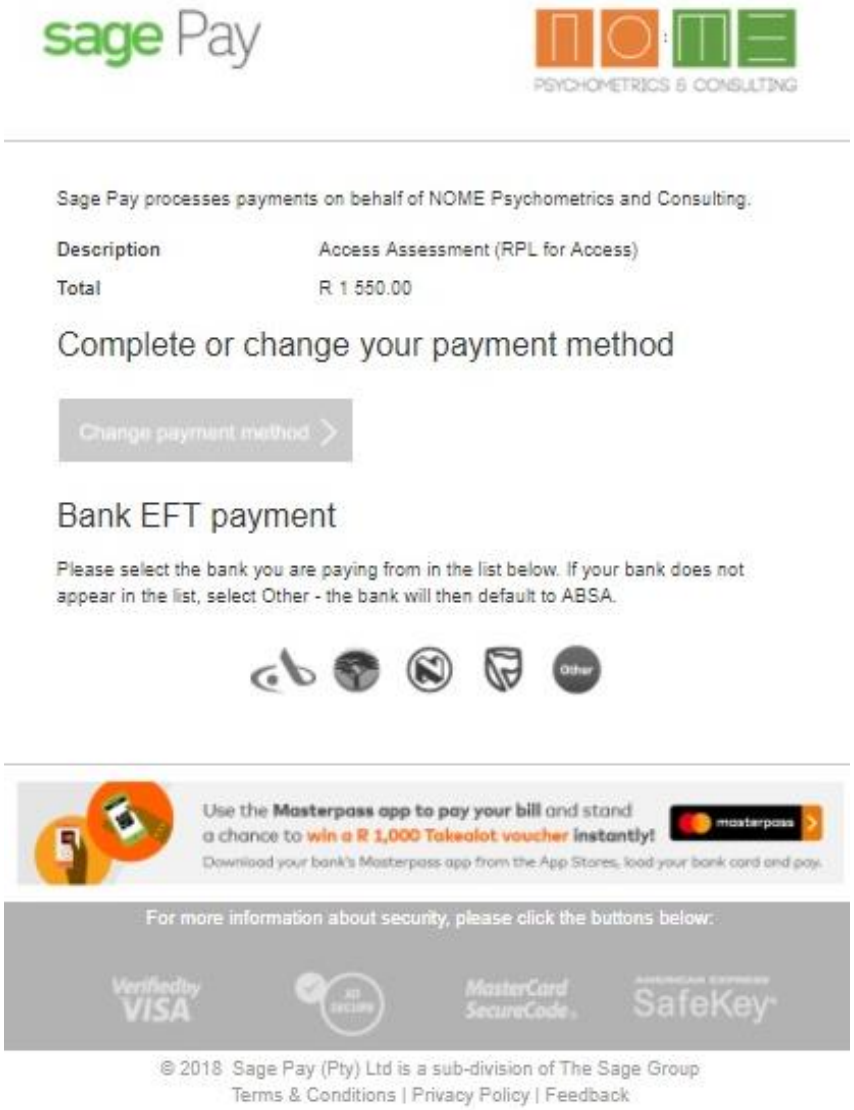
Credit Cards

On the landing page, this is the option on the left. When you click on the icon, the screen below will appear. Supply the information asked below and continue with the process.



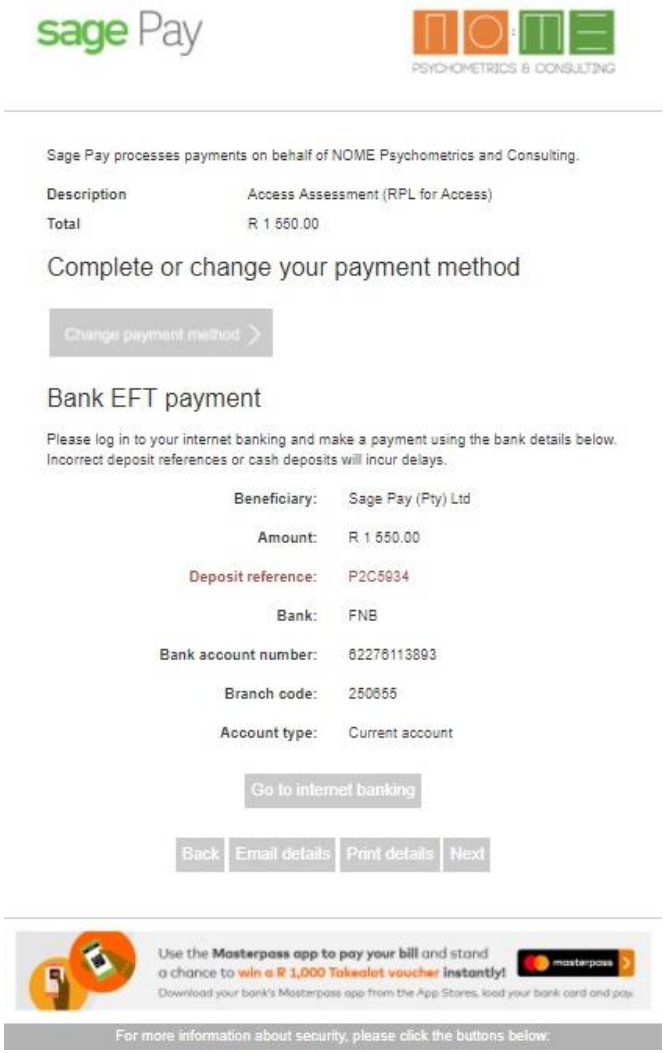
EFT/ Cash payment via bank branch or ATM option

Click on the middle icon saying 'Bank EFT'. The screen below will open up. Once this screen opened up, you can either click on the appropriate bank option you are paying from. For banks other than the 'big four', the option will default to ABSA.

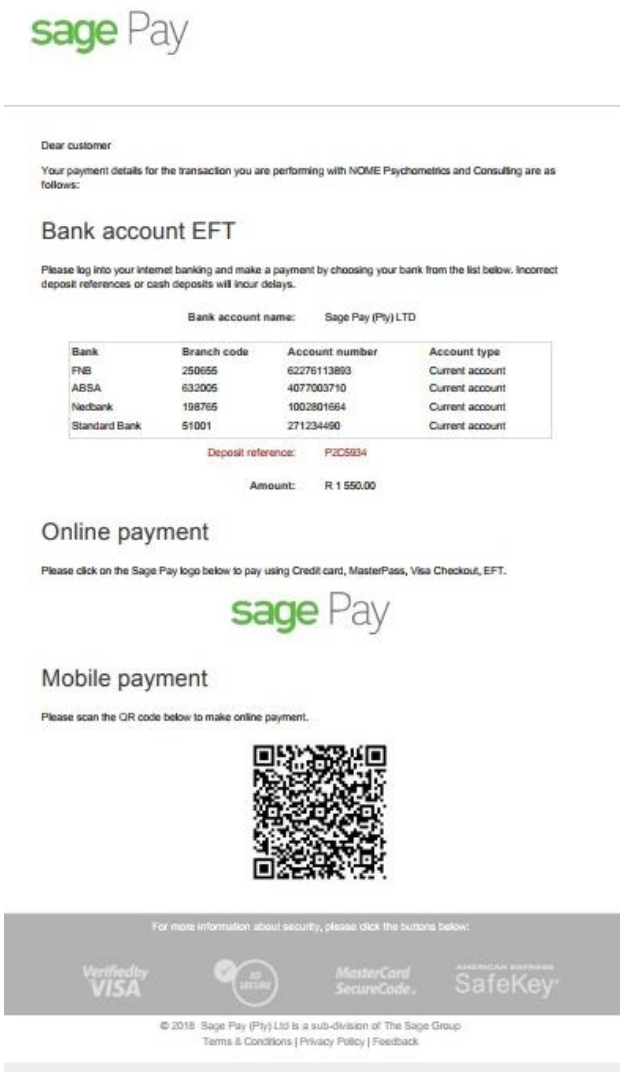


In the example below, we used the FNB option. You will be given the following detail: Beneficiary name, Amount due (make sure you pay the correct amount), bank name, account number, branch number and account type. Please use the reference indicated in red. Incorrect referencing will lead to your payment not being linked back to your profile, which in turn leads to no-services being rendered.

Make sure that you keep a copy of your proof of payment. Also keep your reference number safe. If, for any reason whatsoever, we may miss your payment after 7 work days passed, we can use your reference with Sage Pay to track your payment.



If you want to make a retail cash payment, EFT or a payment at an ATM, you can also print your payment details and/or barcodes which will enable you to make a payment. Make sure that you pay the exact amount. Do not over- or underpay. Note that you also have to use the correct reference showed below in red. Make sure that you keep a copy of your proof of payment. Also keep your reference number safe. If, for any reason whatsoever, we may miss your payment after 7 work days passed, we can use your reference with Sage Pay to track your payment.



sage Pay

Dear customer

Your payment details for the transaction you are performing with NOME Psychometrics and Consulting are as follows:

Bank account EFT

Please log into your internet banking and make a payment by choosing your bank from the list below. Incorrect deposit references or cash deposits will incur delays.

Bank account name: Sage Pay (Pty) LTD

Bank	Branch code	Account number	Account type
FNB	250655	62276113893	Current account
ABSA	632005	4077003710	Current account
Nedbank	198765	1002801664	Current account
Standard Bank	51001	271234490	Current account

Deposit reference: P2C5934

Amount: R 1 550.00

Online payment

Please click on the Sage Pay logo below to pay using Credit card, MasterPass, Visa Checkout, EFT.

sage Pay

Mobile payment

Please scan the QR code below to make online payment.

For more information about security, please click the buttons below:

Verified by VISA · MasterCard SecureCode · SafeKey

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Step 4: Login again on the website link which your educational institution referred you to at the beginning, once you received a notification that your portal profile is activated. Continue with your application process. Complete the biographical section as well as the formal education section. Please upload your ID and certificate copies here. Please upload a Pdf format wherever possible.

Step 5: Complete the Study Readiness Questionnaire and complete your Competency Assessment Measure (CAM)

Step 6: (If you are required to do so) download the Portfolio of Learning Assignment or Work Sample Assignment – Step 1: Download your Portfolio of Learning Assignment. Complete the portfolio of the provided document, Step 2: re-upload it again when you are done. Be careful of spelling, punctuation and grammar! Step 3: Do your own self-rating which follows afterwards.

Step 7: Upload any other evidence you want to upload such as certificates, videos, voice notes, work samples, pictures, etc.

Step 8: Upload your motivational letter

Step 9: Complete your references. We provide you with space for two. If you have additional references, please upload it under your evidence

Step 10: Submit your application for review – be on the lookout for an email confirming your submission

Step 11: Wait for feedback regarding your application – We will tell you by email whether or not you need to amend your application or whether you can continue to the next assessment phase.

Step 12: When approved, book your assessment – Be on the lookout for an email regarding your assessment contacts, as well as the guide with regards to what you can expect for the assessment day.

Step 13: Do the assessments and interview process

Step 14: The education institution will come back to you with regards to the final result and decision. You may be required to complete a personal development plan as a condition of your acceptance, if accepted.

Step 15: If accepted, continue with enrolment at the institution. Also, be on the lookout for your Study Readiness Questionnaire development report

Help!

I'm struggling with technical difficulties, my payment seems not to reflect after three work days, or I have a general question about something I'm unsure of.

- For any platform related difficulties: click on the blue support button in the bottom right-hand corner.
- For Sage Pay enquiries: 0861 338 338, alternatively, click on the blue support button.
- For results and any other related matters: Contact your educational institution representative.
- Any other questions? Click on the blue support button, type your question and look for the possible articles supplied to you via the support widget. Alternatively, go one step further and log an enquiry. If you want face-to-face consultations, contact or visit your educational institution representative.

We wish you all of the best and hope to see you soon in the lecture halls.

Kind regards,
RPL Support Team

General Terms, Conditions and Consent

You agree and consent to the following via the RPL for Access Management Platform Service:

Understanding of process

- I understand that the primary purpose of the assessment procedure is to assist the higher educational institution to select candidates that meet the critical competencies required for alternative access into their registered higher education qualifications.
- I understand that in support of my application for RPL for Access at this educational institution, I am required to complete a series of diagnostic, summative and formative assessments. These assessments may include a Competency Assessment Measure, Portfolio of Learning, appropriate skills tests, a non-verbal problem-solving assessment, mathematical proficiency and/or a competency-based interview.
- I understand that a time-limit of 6 months is imposed. Failure to supply the needed information within the time limit will lead to the termination of my application.

General behaviour and etiquette

- I understand that abusive behaviour, attempts at bribery, dishonesty and threats towards staff of NO:ME Psychometrics & Consulting or the educational institution will result in my application being black-listed and terminated with immediate effect.

Fees and termination of services

- I understand that the fee paid upfront is non-refundable, and will not be refunded when I change my mind about altering courses, educational institutions, fail to supply the information within the time limit, or for any other reason that may arise.

Responsibility

- I understand that on the day of the assessment day I will ensure that I am well-rested and completely sure of what is expected from me in the session. I understand that I can only do the assessments once, and that during the assessment session, the answers I provide will be my best effort.
- I understand that I am entitled to feedback regarding my assessment results.

Voluntary supply of information and record keeping

- I supply this information voluntarily, willingly and out of my own free will.
- I declare that the information that I provide throughout this process as well as tests are indeed true and correct. I also provide the administrators of this assessment instruments the authority and right to verify the correctness of any of this information and I accept the fact that if false information is supplied, that it will automatically lead to my results being declared null and void.
- I consent to my assessment results being shared with only the relevant parties to facilitate the decision-making process regarding my application for alternative access through RPL for Access.
- I consent to my assessment results being kept on the NO:ME Psychometrics & Consulting (Pty) Ltd database for documentation and research purposes as set out by the Council of Higher Education (CHE) and the South African Qualifications Authority (SAQA) with the understanding that no identifying details will be published or shared with a third party without explicit consent. Therefore, my information will remain anonymous.

Guarantee of results

- I understand that I'm not guaranteed access into the course of my choice as it is dependent on my performance in this RPL process, as well as the final decision of the educational institution – for whatever the reason may be.
- I shall not hold NO:ME Psychometrics & Consulting (Pty) Ltd, the educational institution or test publisher(s) responsible for the outcome of this assessment procedure.