

# **RECOGNITION OF PRIOR LEARNING PRE-ACCESS PROGRAMME**

## **APPLICATION BROCHURE 2010**



**Ms M Snyman  
RPL Academic Coordinator: RPL PRE-ACCESS (Mature Learner assessment)  
RPL SECTION  
UNISA  
msnyman@unisa.ac.zaa**

**REGISTRATION FOR THE RPL PRE-ACCESS PROGRAMME:  
MATURE LEARNER ASSESSMENT FOR ADMISSION TO DEGREE STUDIES**

**PLEASE FOLLOW THE FOLLOWING FIVE (5) STEPS.**

**STEP 1**

Complete the **UNISA 2010 APPLICATION FORM** to get a student number. The RPL Section do not allocate student numbers.

Please contact the Unisa Call centre (086 167 0411) for details, or go to your nearest Unisa Regional office to get a UNISA 2010 APPLICATION FORM (please do not submit this form to the RPL Section.) This is only your application form and NOT the UNISA REGISTRATION FORM.

**STEP 2**

When you receive the **Unisa student number** (your reference number) you may complete and submit the **RPL APPLICATION FORM**.

Study the RPL application form carefully before you submit your application form. Please submit **ONLY** the Application form (pages 4, 5, 6) to the RPL Section: for attention Ms Snyman. You will receive confirmation that we have received the form. This is the application form for the RPL pre-access programme, and NOT the registration form.

You will receive the UNISA 2010 REGISTRATION FORM, and instructions for registrations.

**STEP 3**

Please complete and submit the **UNISA 2010 REGISTRATION FORM**.

Complete and submit the form for registration.

Please indicate clearly on the form that you want to register for the **TWO** modules: RPLMATH & RPL001Y

**STEP 4**

You will receive **confirmation of your registration** from The Registrar, UNISA. As soon as you are registered, you will receive the Study pack. You may also send me an e-mail to request the study pack.

**STEP 5**

Confirm attendance of **portfolio workshop**, and attend the portfolio workshop.

## **REGISTRATION FOR RPL ASSESSMENT**

### **STEPS TO FOLLOW:**

Please study the LETTER OF INFORMATION (page 6) carefully before you complete the application form.

Complete the attached APPLICATION FORM, and submit ONLY the registration form and proof of payment to the RPL office (pages 4, 5, 6.) Please do not send any certificates.

**Attach PROOF OF PAYMENT to your application form**

### **Contact details**

For any further details on the RPL pre-access programme, please contact:

**Ms M Snyman (+27) 012 441 5598/5599**

**or**

**[msnyman@unisa.ac.za](mailto:msnyman@unisa.ac.za)**

**or**

**0865810543 (fax)**

**PART A (Personal Details)-to be completed by the applicant (please print CLEARLY or type)**

Surname	.....	Student number	.....
First Names	.....	ID/Passport No:	.....
Gender ( Mark with an X) Male:            Female:		Date of Birth	
Maiden name and/or previous name			
Postal Address	..... ..... ..... Postal Code: .....	Residential Address	..... ..... ..... .....
Telephone numbers:  Home: .....  Work: .....  Cellular: .....		E-mail: .....  Fax: .....	
Your nearest UNISA REGIONAL OFFICE, e g Pretoria, Florida, Parow		.....	
Do you have matric exemption?	Yes / No	Highest school standard/grade passed (e.g. std 8, etc)	.....
*Proposed Qualification  The qualification you wish to register for <b>after completion</b> of the RPL Pre-access & ACCESS, e g. BA, BCom		.....  *Please consult the relevant <b>Unisa Calender</b> to complete, e g Calender 5 (College of Human Sciences)	
<b>Do you want to attend a portfolio workshop? Where?</b>		Workshops offered: Pretoria, Florida, Durban, Parow	

## PART B: (Training)

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

**Please do not attach any copies of your certificates/diploma – you are required to include the certified copies in your portfolio of evidence.**

Name of Certificate/Diploma	Awarding Institution	Duration: from: (Date ) to: (Date)

## PART C (Experience)

In the space below please enter particulars of your relevant experience.

Job title	Institution	Years
What is the name of organisation with which you are currently /were most recently employed?		

**PART D: (Further details)**

**Section 1: CURRICULUM VITAE**

In order to complete your application, we also require your latest **CV**: This Curriculum Vitae should be an updated CV which includes a brief job description of your present position. **The CV should not be more than two (2) PAGES.** You will include a comprehensive CV in your portfolio of evidence.

**Section 2: LETTER OF APPLICATION**

As part of your application, please write a **short letter of application** to the RPL Academic Coordinator, Ms M Snyman. Using not more than ONE written page, introduce yourself.

**In the letter of introduction you are required to:**

- Introduce yourself
- Briefly explain the reason why you apply for the RPL Pre-access assessment programme (an alternative admission programme for adult learners to gain access to degree studies at Unisa)
- Provide information so that the RPL Academic Coordinator can get a sense of **who** you are and **where** you are going
- Briefly explain your relevant work experience in not more than 3 sentences.

This background information will help put your knowledge and experience in perspective. You may analyse your life in a few sentences and explain what characteristics you have developed during your life time. Begin in a straightforward manner, i.e. state your goals clearly. Tell enough about your life so that the academic coordinator gets a sense of **who** you are and **where** you are going. Keep personal details short and to the point.

1. CV ( <b>only 2 pages</b> )	
2. Application Form Letter of introduction ( <b>1 written page</b> )	
3. Proof of payment: assessment fee	

Signature of Applicant: .....

Date: .....

Received by: .....

Date: .....

<p><b>Please fax, post or e-mail completed application form (ONLY PAGES 4, 5, 6) to:</b>  <b>Ms M Snyman: <a href="mailto:msnyman@unisa.ac.za">msnyman@unisa.ac.za</a>      FAX: 086 581 05</b></p>
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RPL – UNISA, PO BOX 392, UNISA, 0003, South Africa  
ES'KIA MPHAHLELE REGISTRATION BUILDING,  
WALKER STREET, BLOCK B, 1<sup>ST</sup> LEVEL, SUNNYSIDE  
Telephone: (+27) 012 441 5598 / 011 471-3937  
E-mail: [msnyman@unisa.ac.za](mailto:msnyman@unisa.ac.za) Fax: 0865810543

## RECOGNITION OF PRIOR LEARNING: LETTER OF INFORMATION

Dear RPL Candidate

### PRE-ACCESS FOR MATURE LEARNER ASSESSMENT

Welcome to the RPL pre-access program for alternative university admission. This is a program designed to allow you to demonstrate that you have the necessary knowledge, skills and values at a level required for admission into university level programs.

#### 1. ENTRANCE REQUIREMENTS

You must:

- be at least 23 years of age on or before 31 December of the year of application
- have at least three to five years' working experience (this can be full or part time, consecutive or accumulated over a period). Candidates can only be assessed for learning from experiences related to the course or program for which they are applying.
- have completed at least Grade 9 or equivalent successfully
- have not completed and acquired a senior certificate or equivalent
- 

a) Be proficient in English  
(comprehension,  
understanding)

b) Have basic mathematical  
skills

} **Proficiency  
Test**

## 2. APPLICATION FORM

You are required to complete the RPL PRE-ACCESS APPLICATION FORM and submit it to the RPL office. You can only apply for RPL pre-access if you have a student number. Please contact the Call Centre for further details: 086 167 0411 011 690 9000

Student number

- You need to complete the UNISA APPLICATION FORM 2010, before you can apply for RPL pre-access. Please note that the RPL Section do not allocate student number.
- The application form - **Your choice @ Unisa** - is available from any Unisa office or the Unisa website.
- When you complete the UNISA APPLICATIONS FORM 2010, please indicate the degree that you wish to study after completion of the RPL pre-access assessment and the ACCESS programme. I suggest that you also indicate in brackets: RPL PRE-ACCESS PROGRAMME (you need to complete this programme to meet the admission requirements of the degree).

Steps for application and registration:

### Step 1

Once you have a valid **student number** you may pay the **RPL assessment fee**.

### Step 2

Attach the **proof of payment** to the RPL PRE-ACCESS application form.

### Step 3

**Complete** and **submit** the RPL PRE-ACCESS application form.

### Step 4

You will receive confirmation on receipt of your RPL application form, and will receive a **UNISA 2010 Registration Form**.

### Step 4

Complete and submit the **Unisa 2010 Registration Form** (fax: 012 429-4150)

You will receive confirmation of your registration from The Registrar.



## RPL ASSESSMENT FEES

Assessment fees are payable **when you apply for the Pre-access program**. The fees are payable BEFORE assessment, regardless of the outcome of the assessment.

PROFICIENCY TEST (RPLMAT-H )	R220-00
PORTFOLIO (RPL001-Y )	R520-00
<b>TOTAL</b>	<b>R740-00</b>

### Banking Details:

ABSA

Account Number: **4048746711**

Reference: Your 8-digit student number, followed by a single space, followed by **5400374721**

### Example:

9	9	9	9	9	9	9	9	9	5	4	0	0	3	7	4	7	2	1
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Note: If your student number only has 7 digits, you must insert a LEADING zero

Clear proofs of the payment must be **faxed to the RPL office at 086 581 0543**  
**OR**

**e-mailed to [msnyman@unisa.ac.za](mailto:msnyman@unisa.ac.za).**

We can only register you after we have received proof of payment.  
(International student: may pay additional fee/levy for international students \*)

#### 4. PROGRAM STRUCTURE: RPL ASSESSMENT

The program consists of the following TWO components:

Components	Component Code(s)	Description	Student Responsibilities
Pre-access Component	RPLMAT-H	English Proficiency test	You have to obtain a score of 50% or above
	RPL001-Y	Portfolio, which includes all the criteria for proficiency and the elements of performance. The portfolio's layout will contain: -Narrative (life story) -Career and educational goals -Experiential learning cumulative assignments covering a specific field of interest/expertise -Evidence of authentic examples (samples of candidate's work form the relevant learning area).	You have to demonstrate competence in the portfolio development process in order to continue with the access modules.

You will be assessed in both parts and must be found COMPETENT.

##### **PART 1: RPLMAT-H**

We will register you for the exam, and will inform you of the exam date. For any further details, please contact this office. The content of the test will be discussed during the portfolio workshop. The RPLMATH exam dates will fall within the Unisa examination cycles: **May/June 2010 and October/November 2010.**

**As soon as you are registered the Directorate for Student Assessments (Exam Department) will send you your examination time-table.**

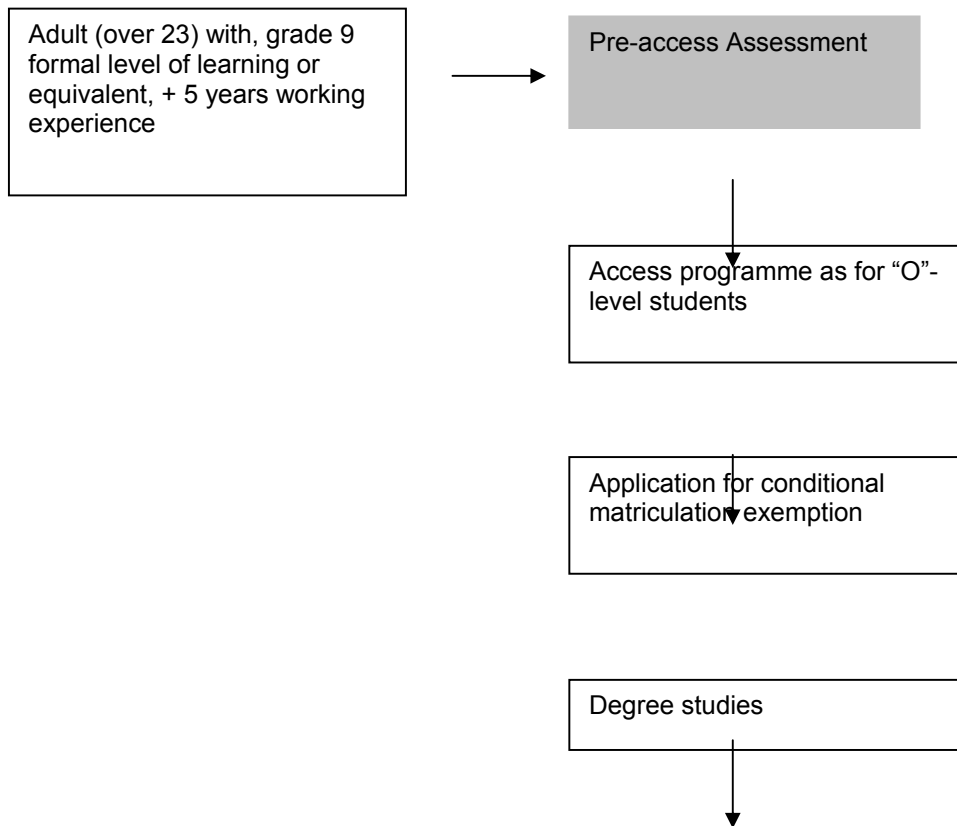
##### **PART 2: RPL001-Y**

This is the RPL Portfolio of evidence. You are required to compile and submit a Portfolio of Evidence according to the Portfolio Guidelines as specified in the **PORTFOLIO DEVELOPMENT STUDY GUIDE, MODULE: RPL001-Y.**

## YOUR PORTFOLIO OF EVIDENCE (RPOL001Y)

- As soon as you have paid and registered for the RPL pre-access programme, please send an **e-mail** request to [msnyman@unisa.ac.za](mailto:msnyman@unisa.ac.za) or fax a letter to 011 471 2517, and I will send you the updated portfolio guidelines (2010.)
- YOU DO NOT NEED TO SUBMIT ASSIGNMENTS for this programme, but only the **portfolio of evidence** according to our portfolio guidelines.
- Please contact me (**M Snyman**, [msnyman@unisa.ac.za](mailto:msnyman@unisa.ac.za) /(+27) 012 441 5598/5599 for any enquiries about the portfolio. You are also welcome to make an appointment if you need any further support with the portfolio.
- The RPL-OFFICE conducts **PORTFOLIO DEVELOPMENT WORKSHOPS** at the main regional office areas to assist you to compile your Portfolio. We will inform you of the dates and venues of these workshops. **The series of workshops will be held during January – March 2010 and August – September 2010.**
- For any further details on the **PORTFOLIO DEVELOPMENT WORKSHOPS**, you may contact Ms M Snyman (011 471 3937/2517 or [msnyman@unisa.ac.za](mailto:msnyman@unisa.ac.za).) **I suggest that you attend one of our portfolio development workshops.**
- You must gain a mark of at least 50% for your portfolio before you may continue with the access modules. Your Portfolio will be assessed and moderated and you will be declared **COMPETENT** or **NOT YET COMPETENT**.
- Keep in mind that you have **THREE MONTHS** in which you have to complete the portfolio.

## 5. ROUTE TO DEGREE STUDIES



## 6. FOREIGN STUDENTS

General policy on levies as outlined in the Undergraduate Information Brochure is applicable.

## 7. NOTIFICATION OF EXAMINATIONS RESULTS

The marks for RPL001Y and RPLMATH will be released by the Directorate of Student Assessment (examination department.)

## 8. FOR PRE-ACCESS INFORMATION

All enquiries relating to the Pre-access process or assistance needed should be addressed directly to the office for Pre-access Programme. **See letterhead for contact details.**

## 9. ACCESS PROGRAM

After you have successfully completed the RPL PRE-ACCESS PROGRAMME you must enroll for the ACCESS PROGRAMME. The ACCESS brochure is available from your nearest Unisa regional office or on the Unisa webpage. You must register for the relevant ACCESS modules within the College that you are going to do your degree, e.g. B Com fall in the College of Economic and Management Sciences.

The RPL office is not responsible for the ACCESS programme. You may contact the **UNISA Call Centre (0861 670 411)** for further details on the ACCESS programme.

## 10. MOBILITY AND ACCREDITATION

UNISA will apply for conditional matriculation exemption on your behalf after you have successfully completed all the components in the entire programme. You will be obtaining matriculation using the UNISA Senate Discretionary Route.

## 11. QUALITY ASSURANCE

UNISA subject lecturers and specialists within the field will conduct the assessment. External moderators will be appointed to ensure that the assessment is carried out efficiently and professionally.

I hope that this will be a valuable learning experience and that this will prepare you for your further studies – the RPL programme will be the start of a long and successful learning path at UNISA

## 12. MY UNISA

As soon as you have received a student number and are a registered Unisa student, you may register on **My Unisa** and will have access to on-line support and activities. The portfolio guidelines and Tutorial letter are also available on the Unisa website.

*M Snyman*

**Ms M Snyman**  
**RPL ACADEMIC COORDINATOR: PRE-ACCESS**  
**RPL DEPARTMENT**  
[msnyman@unisa.ac.za](mailto:msnyman@unisa.ac.za)

**PLEASE KEEP A COPY OF THIS LETTER WITH ALL THE RELEVANT INFORMATION UNTIL YOU HAVE SUCCESSFULLY COMPLETED THE RPL ASSESSMENT.**



**COMPLETE THE APPLICATION FORM (ONLY PAGES 3 - 5 ) AND SUBMIT TO THE RPL OFFICE.**