Policy title	Policy Recognition of Prior Learning	Year	2017
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Policy signed off by	**Academic Director:** Linda Halliday		
Signature	*Halliday*		

1. PURPOSE OF THE RECOGNITION OF PRIOR LEARNING (RPL) POLICY

This policy provides general rules and guidelines for the Recognition of Prior Learning (RPL). The policy supports the achievement of the aims of the National Qualifications Framework, as articulated in the National Policy for Implementation of Recognition of Prior Learning (SAQA, 2013). RPL is aimed at redress, in particular for those disadvantaged by South Africa's previous government but also for those who may have missed out on the opportunity to achieve a qualification. RPL also addresses the scarce and critical skills gap in South Africa by enabling RPL candidates to access learning or to achieve a qualification. Thus, RPL enables access to the knowledge and skills needed to work in the fast growing sport and fitness sector where competent employees are critical for the growth of the profession and its industry (Skills Development Act, 1998, Skills Development Amendment Act, 2008). According to SAQA, there are two main forms of RPL which reflect the different purposes and the different processes within which RPL takes place:

1.1 RPL for access to a learning programme

RPL aims to provide an access through the recognition of prior knowledge and skills of a person. This policy of recognition enables alternative access and admission, recognition of learning and the potential of certification (SAQA, 2013).

RPL can grant access to a programme, or an advanced standing/exemption from modules that constitute part of a programme that leads to an accredited qualification (CHE, 2013)

This policy also enables access to those who do not meet the formal entry requirements for admission. RPL for access can be applied to learning programmes.

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1.2 RPL for credits: credit accumulation and transfer (CAT)

This policy provides for the recognition of previously achieved credits to enable exemption from already achieved learning.

1.3 RPL Assessment

RPL processes may take place at a diagnostic, formative or summative point, or in-curriculum to create opportunities for advanced standing or recognition in the workplace (SAQA, 2013)

Not all qualifications' rules of combination allow for the achievement of a whole qualification through RPL but, where RPL rules allow, this policy provides guidance for the achievement of whole qualifications. The policy also provides guidelines for the awarding of credits to enable access to education and training at **eta** through credit accumulation and transfer (CAT). RPL advisors and assessors should reference this policy to provide guidance and advice to RPL candidates. According to SAQA (2013) the following elements ensure a holistic approach to RPL:

a. The focus is on what has been learned and not on the status of the institution, organisation or place where the learning was obtained.
b. Credit is awarded for knowledge and skills acquired through experience and not for experience alone.
c. Prior learning is made explicit through assessment and/or other methods that engage the intrinsic development of knowledge, skills and competencies acquired.
d. Candidate guidance and support, the preparation of evidence and the development of an appropriate combination of further teaching and learning, mentoring and assessment approaches are core to RPL practice.
    (SAQA, National Policy for the Implementation of the Recognition of Prior Learning, 2013)

Thus, in terms of **eta** processes a process of RPL must ensure the following:
- Evidence of any prior learning is evaluated against the outcomes required for a specific qualification; and
- Credits are awarded for such learning if it meets the requirements of the qualification.

2. RPL PROCESS

The RPL process is as follows:

- <u>Identify</u> what the RPL candidate knows and can do;
- <u>Match</u> the candidate's skills, knowledge and experience to the outcomes and the associated assessment criteria of a qualification;
- <u>Assess</u> the candidate's submitted evidence against those standards;
- <u>Credit</u> the candidate for skills, knowledge and experience learnt through previous formal and or informal learning; and
- <u>Award</u> the appropriate qualification if assessment criteria are met.

There is little difference between the assessment of previously acquired knowledge and skills and the assessment of skills and knowledge acquired through a learning programme, so an RPL candidate still complies with the assessment rules and requirements of the qualification/ part qualification or unit standard that they wish to achieve. Therefore, for previous learning to be recognised, RPL candidates have to submit their evidence to an evaluation process, following the assessment rules of a programme or in the RPL Guide.

In assessing evidence for RPL, the context of the learning, as well as the context of the person being assessed is taken into account. Nevertheless, evidence that is submitted for assessment should meet the assessment criteria of the qualification that the candidate wishes to achieve and the evidence should show that the candidate has the knowledge and skills to achieve the exit level or learning outcomes of a qualification or, in the case of unit standards, their specific outcomes and assessment criteria. Therefore, the **eta** assessment policy and its procedures apply to assessment for RPL.

NB: Full qualifications on the higher education qualifications sub framework cannot be achieved solely through the process of RPL (CHE, 2016). The achievement of full qualifications through RPL is only possible in unit standards-based qualifications registered on the Occupational Qualifications Sub-Framework and ONLY for qualifications which indicate that such qualifications can be achieved through RPL.

3. RPL CATEGORIES

RPL applicants are categorised according to the nature of their application and the type of previous learning and it is important to read each programme's admission criteria in the Admission and Selection Policy in conjunction with this RPL policy. Assessment of RPL evidence is governed and guided by the **eta** Assessment and Moderation policies and these should be referenced when conducting RPL. RPL Assessment guides are provided for assessors to evaluate the quality of evidence submitted by candidates.

To advise candidates appropriately, it is important to determine whether they wish to have current knowledge and skills recognised for the achievement of a registered occupational qualification (category 1 and category 2) or if they wish to have prior learning recognised and credits to be acknowledged and learning exempted for another programme (category 3 and 4).

The following definitions are intended to help the RPL advisor to guide an RPL candidate accordingly. Check the RPL procedures and guidelines for full details on how to manage each type of candidate.

<u>**Category 1**</u>: Recognition of informal, work-based knowledge and skills

Category 1 is only applicable for occupationally based qualifications or part qualifications that are registered on the Occupational Qualifications Framework (OQSF). Category 1 cannot be applied to higher education qualifications that are registered on the Higher Education Qualifications Framework (HEQSF).

Candidates who have workplace experience and who have completed formal or informal learning are eligible for the Category 1 RPL process. *This RPL category is not available for candidates who do not have relevant workplace experience.* Category 1 candidates are required to submit a portfolio of evidence (PoE) containing their current direct and indirect evidence for assessment, in order to achieve a unit standard, part qualification or whole qualification.

Refer: RPL checklist and Assessment guide for candidates.

Assessment of Category 1 candidates: All category 1 candidates must follow the most current **eta** Guidelines for RPL, completing the online RPL checklist. Evidence of knowledge and skills is submitted to **eta** and evaluated against the assessment criteria of the qualification they wish to achieve, using an **eta** RPL Assessment Guide.   If a candidate's evidence does not meet all the criteria of the qualification, they will be required to submit additional evidence or, in some cases, to complete additional learning and assessment. Studies for additional learning can be completed through **eta** Distance Learning or through attendance at an **eta** campus.

Refer: RPL Assessment Guide for assessors.

Refer: Assessment policy for rules relating to re-submission

Note: *It is important to check the qualification rules to ensure whether a qualification is allowed to be achieved whole or in part. Some allow for the achievement of a whole qualification and others do not.*

Category 1 applicants apply to eta Special Projects only.

Category 2: Recognition of formal learning and the achievement of unit standards

Category 2 can only be applied for the recognition of credits for unit standards-based qualifications registered on the OQSF. It also only applies where the curriculum of a certificate is *embedded in the curriculum of a national diploma* and is delivered in the first year of the programme. For example, a category 2 candidate may have enrolled for a level 5 national diploma with 240 credits and wishes to exit the programme after one year of study. Achieved credits may be recognised *as long as they are at the same level and represent the learning required for a level 5 national certificate*. If candidates first year of study in a diploma is not the same knowledge as that required for the certificate, the credits can however be recognised for the achievement of unit standards. Achieved credits can also be recognised and transferred to other programmes.

Assessment of Category 2 candidates: Category 2 candidates submit results for their achieved modules, indicating credits and NQF level so that the RPL advisor can determine whether they qualify for the achievement of the qualification being requested. There are administrative costs for this process.

Category 2 applicants apply to the **eta** campus where they commenced their studies **or** to **eta** Distance Learning if applicable

Category 3: Recognition of formal learning

A category 3 candidate may be an **eta** student or graduate or a candidate from another accredited institution. The candidates want their learning to be recognised, enabling exemption from modules and credits already achieved.

The candidate must provide proof of their achieved learning in the form of an official transcript of results which indicates credits and their NQF level. For advisors to make a decision about exemptions, the following guidelines should be followed:

- Modules can only be exempted if completed credits are at the same NQF level as the programme for which they are being admitted.
- Learning must be from the same field or in the same subjects e.g. credits at level 6, relating to business management from a Bachelor of Commerce can be recognised for exemption from a business management module at level 6 in a Diploma in Sport & Recreation Management.
- If learning is recognised, the candidate is exempted from repeating the same credits. Candidates then complete the remaining credits needed for the new programme and its qualification.
- Exemption of credits for a programme, cannot exceed 50% of the total credits of the programme.

Assessment of Category 3 candidates: Category 3 candidates are exempted from credits already achieved and such modules are indicated as exempted through RPL in the Student Information System (SIS). Students are then required to complete the learning and assessment of all remaining credits.

Category 3 applicants apply to an **eta** campus or to **eta** Distance Learning to complete their studies.

NOTE on SRF Diploma credits: RPL of credits and transferring to Diploma in Sport & Recreation Management: *Refer to Annexure 1*

<u>**Category 4:**</u> Recognition of informal learning

Category 4 candidates are those who wish to access a programme and want prior informal learning to be recognised and exempted. This may also be a candidate of "advanced standing"; a learner who can be granted admission to studies at a higher level than the learner's prior formal studies would have allowed (SAQA, 2013). For example, advanced standing can apply to a mature candidate who did not matriculate with the necessary grade 12 pass but now has life and work experience. Such learning may be recognised for access to a programme. Advanced standing can apply to candidates who hold a certain level of learning e.g. level 5 and wish to be exempt from level 6 modules within a programme. Such applications must be considered consultation with the CAD Assessment and Moderation committee.

Candidates may also have some formal learning credits that can be acknowledged but their prior learning is mostly from the workplace. For example, as part of their workplace training, a candidate may have completed an accredited and credit-bearing module on business management. This can be considered in the submission to enable recognition of such learning, acknowledgement of credits and exemption from the same module on an **eta** programme.

<u>Assessment of Category 4 candidates</u>: Category 4 candidates can submit evidence of formal and informal learning achieved (refer to category). Such RPL may enable exemption from certain modules of a programme. For RPL of workplace experience, the assessment tools used for RPL category 1 can be followed. If evidence meets criteria, and credits are deemed as achieved, modules can be exempted. Candidates then complete remaining modules on the learning programme. Exemption of credits already achieved, cannot exceed 50% of the total programme's credits.

If "advanced standing" candidates cannot be exempt from modules on a programme because evidence is insufficient, they may be enabled access to a programme.

The total of RPL candidates may not exceed 10% of the intake for a programme.

Category 4 applicants apply to an **eta** campus or to **eta** Distance Learning.

Important: all RPL candidates and **eta** advisor must refer to the current RPL Instructions and checklist. RPL advisors should follow the RPL Procedure. Assessors must follow the RPL Assessment policy and the RPL Assessment Guide for guidelines on assessment.

4 DETERMINING CURRENCY OF LEARNING AND RPL ELIGIBILITY

4.1   Previously achieved learning is considered current if achieved within 3-years of an assessment or exemption application. If applicants completed their course *less than 3-years* prior to their application**,** their qualification or modules achieved will be recognised. Proof is required in the form of certified copies of certificates or transcript of results.

4.2   If applicants completed their learning more than 3-years prior to their application but they have current work experience, this can be recognised through the RPL process, and the relevant category. Proof of workplace experience is required in the form of a signed affidavit from their supervisor, detailing the nature of work conducted.

4.3   If applicants successfully completed their course more than 3-years prior to their application but have NO valid (they may have worked in banking and wish to qualify in sport coaching) or have no current work experience, they may still be eligible for RPL. However, they will be required to submit evidence of their knowledge in the form of assessments (theoretical and practical).

4.4   Assessors should check the current Study Guide and Assessment Guide for details of the prescribed assessments. This candidate is not eligible for RPL category 1. Proof of previous qualifications is required in the form of certified copies of transcripts of results and/or certificates.

5 RPL APPLICATIONS AND FEES

Admission: Refer to the Admission and Selection policy in conjunction with this policy

Registration: Refer to the **eta** Registration policy for registration rules and guidelines. To determine the relevant fees per category, refer to the **eta** course fees for the year of application.

Fees for modules: Check the current **eta** price list for module fees due for category 3 or 4.

6. PROGRAMME ADMISSION, PROGRAMME CREDIT EXEMPTION GUIDELINES

Refer to Annexures 2 to 4 for guidelines on the management of admission to **eta** programmes (annexure 2), RPL of informal and non-formal learning (annexure 3) and credit accumulation and transfer (CAT (Annexure 4).

Annexure 1: RPL of SRFM credits level 5 for Diploma SRM level 6

This applies to the recognition of prior learning and credit transfer for ND Sports, Recreation and Fitness Management (L5) to Diploma in Sport and Recreation Management (L6). This RPL & CAT policy applies to eta students who have completed their Level 5, ND SRF Management between 2014 and 2016. It also applies to those who are completing in December 2017 and want to then carry on in 2018 to the Level 6 Diploma in Sport & Recreation Management. **eta** students who graduated with the level 5 ND prior to 2014 will be exempt from their first year of the new diploma.

Thus, students will be able to commence studies for the SRM L6 Diploma in February 2018. We plan to roll-out the 2nd and 3rd years of study in 2018, enabling graduates of the level 5 programme to complete the level 6 diploma. Students will participate in their 2nd year modules (indicated in table 1), along with their 3rd year modules indicated in table 2 and will be allowed 18-months to complete their 180 credits. The modules in table 2 make up the third year of study and must be completed according to the programme timetable.

Table 1: 2nd year modules

MODULE #	SECOND YEAR MODULES	CREDITS
	Sport & Recreation Studies (SRST)	
SRST 2 03	Sport and Recreation Studies 2C (Experiential work and project based learning)	10
	Sport & Recreation Management (SRMA)	
SRMA 2 01	Sport and Recreation Management 2A NGO and local government management	10
SRMA 2 03	Sport & Recreation Management 2C (Experiential work and project based learning)	10
	Event and Project Management (EPMA)	
EPMA 2 03	Event and Project Management 2C (Experiential work and project based learning)	10
	Sport Sociology (SSOC)	
SSOC 2 01	Sport Sociology 2 (Psycho-social and cultural dynamics)	10
	Sport Informatics (SINF)	
SINF 2 01	Sport Informatics 2 Project management, data base management and social networks	10

Table 2: 3rd year modules

MODULE #	THIRD YEAR MODULES	CREDITS
	Sport & Recreation Studies (SRST)	
SRST 3 01	Sport and Recreation Studies 3A (Master sport plans)	10
SRST 3 02	Sport and Recreation Studies 3B (SRST Internship and workplace learning)	30
SRST 3 03	Sport and Recreation Studies 3C (Capstone Research project)	10
	Sport & Recreation Management (SRMA)	
SRMA 3 01	Sport and Recreation Management 3A (Advanced Sport Business Development and Strategies)	20
SRMA 3 02	Sport and Recreation Management 3B (Internship and work-based learning)	30
MODULE #	THIRD YEAR ELECTIVE MODULES (choice of two)	
SRST 3 04	Sport and Recreation Studies 3D (Sport Tourism **and** outdoor adventure)	10
SRST 3 05	Sport and Recreation Studies 3E (Multi-sport club **and** stadium management)	10
SRST 3 06	Sport and Recreation Studies 3F (Sport market research)	10
SRST 3 07	Sport and Recreation Studies 3G (Facility Management)	10
SRST 3 08	Sport and Recreation Studies 3H (Sport Skills Development, Education **and** Training)	10

The following RPL & CAT applies to students who completed level 5 studies NC programme after 2012 and wish to access the Diploma in Sport and Recreation Management (L6).

Whereas a National Certificate or a Higher Certificate is usually a qualification that enables admission to a Diploma level 6, as a special dispensation, **eta** graduates with a level 5 National Certificate or Higher Certificate in SRF Management will be exempt from the first year of study for the Diploma in Sport & Recreation Management. Students wishing to complete the Diploma in Sport & Recreation Management need to successfully complete their 2nd and 3rd year of study but will be exempt from 1st year of study.

Annexure 2: Guidelines for admission to programmes above level 5

Please refer to the **eta** admission and selection policy for specific criteria for admission to all **eta** programmes. This table below is intended to be a general guideline in terms of this RPL policy.

These criteria help to decide which programme a candidate with an NSC pass can enter		
ADMISSION TO:	**ADVANCED CERTIFICATES, LEVEL 6**	
Applicant holds Nat. Cert/ Higher Cert. **Fitness** at NQF L5	YES	Can access Advanced Certificate Fitness Sport Conditioning Can access Advanced Certificate Fitness Special Populations
Applicant holds Nat. Cert/ Higher Cert. **Coaching Science** at NQF L5	YES	Can access Advanced Certificate, Coaching Science
Applicant holds Nat. Cert/ Higher Cert. **SRF Management** at NQF L5	YES	Can access Advanced Certificate, SRF Management
	DIPLOMAS, LEVEL 6	
Applicant holds **any** Nat. Cert/ Higher Cert in any field at NQF L5	YES	Can access Diploma Sport & Exercise Can access Diploma Sport & Recreation Management
	DEGREE LEVEL 7	
Applicant holds **any** Nat. Cert/ Higher Cert in any field at NQF L5	YES	Can access Bachelor of Exercise in Sport & Leisure Can access Bachelor of Sport Coaching Can access Bachelor of Sport Management

Annexure 3: Guidelines for recognition of informal, non-formal learning

Please refer to the **eta** admission and selection policy for specific criteria for admission to all **eta** programmes. This table below is intended to be a general guideline in terms of this RPL policy.

No more than 10% of this RPL candidate may be admitted to a CHE programme in any year. No more than 50% of prior learning can translate to exempted credits		
If prior learning can be translated to equivalent credits at any level, such learning need not be repeated. Credits are exempted (not awarded). Applicant completes modules of the programme they have been admitted to. Qualification is awarded on achievement of full assessment of programme.		
Applicant < 5-years relevant workplace experience with non-formal/ informal (non-credit bearing) learning, no NSC.	YES	Can enter an occupational or higher education level 5 programme, depending on the quality and nature of prior learning that can be recognized for admission.

Applicant of advanced standing': >5-years relevant workplace experience with non-formal/ informal (non-credit bearing) learning, may or my not have NSC.	YES	Can enter an occupational or higher education level 5 programme It may be possible to enter higher level CHE programme (diploma level 6 or degree level 7), depending on maturity and capability of applicant and quality of prior learning.

Annexure 4: Guidelines for RPL of prior accredited learning

This table below provides guidelines for **eta** graduates of **eta**'s old NCs and ND who wish to be admitted to HET programmes at different levels on the HEQSF.

Please refer to the **eta** admission and selection policy for specific criteria for admission to all **eta** programmes. This table below is intended to be a general guideline in terms of this RPL policy.

No more than 10% of these RPL candidates may be admitted to an eta programme. No more than 50% of prior learning can translate to exempted credits

ADVANCED CERTIFICATES, LEVEL 6		
Achieved ND Coaching Science Level 5, 240 credits	YES	Can access AC Coaching Science. Exempt from identified credits. Completes ALL assessment of the programme and the remaining credits of AC (at least 60 credits).
Achieved ND Fitness, Level 5, 240 credits	YES	Can access AC Fitness (special pops/sport conditioning). Exempt from identified credits. Completes ALL assessment of the programme and the remaining credits of AC (at least 60 credits).
Achieved ND SRF Management, Level 5, 240 credits	YES	Can access AC SRF Management. Exempt from identified credits. Completes ALL assessment of the programme and the remaining credits of AC (at least 60 credits).
DIPLOMA, LEVEL 6		
Achieved ND Fitness or Coaching Science, Level 5, 240 credits	YES	Can access **Diploma** Sport & Exercise. 120 level 5 credits can be exempt. Completes remaining 240 credits.
Achieved ND Sport & Recreation Management, Level 5, 240 credits	YES	Can access **Diploma** Sport & Recreation Management. 120 level 5 credits can be exempt. Completes remaining 240 credits.

DEGREE, LEVEL 7

Achieved ND Fitness or Coaching Science, Level 5, 240 credits,	**YES**	Can access Bachelor of Exercise OR Bachelor of Coaching. Relevant level 5 credits may be exempted. Completes all higher level credits.

Achieved ND SRF Management Level 5, 240 credits,	**YES**	Can access Bachelor of Sport Management. Relevant level 5 credits may be exempted. Completes all higher level credits.

Achieved ND Coaching Science, or Fitness, level 5, 240 credits AND Adv Cert Level 6, 120 credits	**YES**	Can access Bachelor of Exercise or Bachelor of Coaching. Relevant level 5 and level 6 credits can be exempted. Completes all relevant modules at all levels and in all years.

Achieved ND SRF Management Level 5, 240 credits, AND Adv Cert Level 6, 120 credits	**YES**	Can access Bachelor of Sport Management. Relevant level 5 and level 6 credits can be exempted. Completes all relevant modules at all levels and in all years.

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