**RPL TOOLKIT – INSTRUMENT 01 – PRE-SCREENING FORM**

*To be completed by the RPL Candidate with support from the SDP*

1. **Candidate Details**

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| --- | --- |
| **Candidate Name** |  |
| **Candidate ID No.** |  |
| **Contact No.** |  |
| **Name of Employer** |  |
| **Current or Previous Job Title** |  |
| **Highest Qualification Achieved** |  |

1. **RPL Qualification Details**

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| --- | --- |
| **Occupational Qualification Title** | Advanced Occupational Certificate: Human Resource Management Officer |
| **SAQA ID** | 121151 |
| **Credits and NQF Level** | 134, L6 |
| **Exit Level Outcomes** | 1. Apply detailed knowledge of the theory that underpins the creation and implementation of workforce architecture to facilitate and guide the development and implementation of dynamic HR architecture in organisations aligned to organisational strategic intent. 2. Use professional HRM methods and procedures to implement and coordinate agreed talent management, organisational growth strategies and plans. 3. Use professional HRM methods and procedures to implement strategically aligned and integrated Learning and Development (L&D) and organisational growth strategies and plans. 4. Use problem identification techniques to implement strategically aligned employment relations practices and initiatives to ensure harmonious and productive employment relations. 5. Maintain, monitor, and ensure the delivery of quality solution-based HRM services by making decisions and acting appropriately within a range of complex organisational and environmental situations. |

1. **Work Experience**

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| --- | --- |
| **Years of Relevant Work Experience:** |  |
| **Current Job Role:** |  |
| **Previous Roles (list with duration):** |  |
| **Key Tasks Performed:** |  |

1. **Evidence Checklist (Tick All That Apply and Attach Supporting Documents):**

|  |  |  |
| --- | --- | --- |
| **Evidence Type** | **Applicable** | **Attached** |
| **Certified Copies of Qualifications** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Certificates of Short Courses** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Confirmation of Work Experience** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Reference Letters/Testimonials of Work Experience** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Work Experience Samples (reports, projects, images)** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Job Descriptions** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Performance Appraisals** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Portfolio of Evidence (POE)** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Membership of Professional Bodies** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Other relevant evidence (Specify)** | ☐ Yes ☐ No | ☐ Yes ☐ No |
|  | | |

**RPL Candidate Declaration**

I, the undersigned, declare that all information and evidence submitted for the purposes of Recognition of Prior Learning (RPL) are truthful, accurate and complete. I confirm that all evidence provided is my own and that no material has been falsified, misrepresented, or withheld. I understand that providing false or misleading information may result in disqualification from the RPL process.

**RPL Candidate Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SDP Pre-Screening Declaration**

I, the undersigned, confirm that I have reviewed the information and evidence submitted by the RPL Candidate for the purpose of pre-screening. Based on the documentation provided, the candidate appears to meet the minimum eligibility requirements for enrolment into the RPL Programme. This confirmation does not constitute an assessment decision and does not replace the requirement for full RPL assessment, evaluation or gap analysis. Should the candidate be deemed *not yet ready* to be assessed for RPL, the SDP will provide clear feedback on the learning programmes, development activities and opportunities required to improve readiness for RPL assessment. Post enrolment, the SDP will validate all information for completeness and authenticity.

**SDP Entity Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SDP Representative Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_