

RPL TOOLKIT – INSTRUMENT 01 – PRE-SCREENING FORM*To be completed by the RPL Candidate with support from the SDP***1. Candidate Details**

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

2. RPL Qualification Details

Occupational Qualification Title	Advanced Occupational Certificate: Human Resource Management Officer
SAQA ID	121151
Credits and NQF Level	134, L6
Exit Level Outcomes	<ol style="list-style-type: none"> 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.

3. Work Experience

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

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

Evidence Type	Applicable	Attached
Certified Copies of Qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificates of Short Courses	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmation of Work Experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Letters/Testimonials of Work Experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Experience Samples (reports, projects, images)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Descriptions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance Appraisals	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Portfolio of Evidence (POE)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Membership of Professional Bodies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other relevant evidence (Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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: _____