**Assessment of RPL Candidates Process Flow**

**Step 1:** Application & Registration  
Roles: Candidate; SDP

**Step 2:** Pre-Screening & Initial Consultation  
Roles: SDP, Employer; Candidate

**Step 3:** Screening & Evaluation of Evidence  
Roles: Assessor; SDP

**Step 4:** Assessment & Gap Analysis  
Roles: Assessor

**Step 5:** Gap Training Plan & Implementation  
Roles: SDP; Assessor; Candidate

**Step 6:** Feedback & Decision-Making  
Roles: Assessor; SDP, Candidate

**Step 7:** Moderation (Services SETA/AQP)  
Roles: Services SETA/

AQP/Moderator/Moderator

**Step 8:** Final Verification & Endorsement (Services SETA/AQP)  
Roles: Services SETA/AQP Moderator

**Step 9:** Communication of Results  
Roles: SDP; Assessor

**Step 10:** EISA Readiness Registration  
Roles: SDP; QCTO; Services SETA/AQP

**Step 12:** EISA Marking, Moderation, Certification  
Roles: Assessment Centre; AQP; QCTO

**Step 11:** Conduction of EISA  
Roles: Services SETA/AQP; Assessment Centre; Candidate

**Recognition of Prior Learning (RPL) — Application Form**

Instructions: Complete all sections in full. Attach certified copies of ID/Passport, CV, certificates, and relevant evidence. All documents must be recent and legible. Incomplete applications may delay processing. Submit the completed form and Portfolio of Evidence (PoE) to the Skills Development Provider (SDP)/Assessment Centre.

**1. Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Full Name(s)** |  |
| **Surname** |  | **ID/Passport No.** |  |
| **Tel No.** |  | **Email** |  |
| **Residential Address** |  | | |
| **Date of Birth** | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ | **Gender (M/F)** |  |
| **Disability** | Yes / No — If yes, specify: \_\_\_\_\_\_\_\_\_\_\_\_ | **Home Language** |  |

**2. Full / Part-Qualification Applied For**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Qualification/Part-Qualification Title** |  | | |
| **SAQA ID** |  | **NQF Level** |  |
| **Credits** |  | **Provider/Assessment Centre Accreditation No.** |  |
| **Provider/Assessment Centre QCTO Accreditation No.** |  | | |

**3. Employment & Work Experience**

Attach a detailed CV. Complete the table below for your most relevant roles:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Job Title/Role** | **Period (From–To)** | **Key Duties/Tasks** | **Referee (Name & Contact)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Evidence of Prior Learning (Portfolio of Evidence)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence Type** | **Description / File Name** | **Date/Period** | **Verified By (Office use)** |
| 1. **Certified ID/Passport copy** |  |  |  |
| 1. **Curriculum Vitae (CV)** |  |  |  |
| 1. **Certificates/Statements of Results** |  |  |  |
| 1. **Work samples/products** |  |  |  |
| 1. **Photographs/Videos of work** |  |  |  |
| 1. **Performance appraisals** |  |  |  |
| 1. **Letters of reference/Testimonials** |  |  |  |
| 1. **Logbook/Work records** |  |  |  |
| 1. **Training records** |  |  |  |
| **Other (specify)** |  |  |  |

*Note: Evidence must be authentic, current, sufficient, and relevant to the outcomes. The assessor may request additional evidence or an assessment task (e.g., challenge test, practical demonstration).*

**5. Learner Declaration & Consent**

I hereby declare that the information provided is true and correct. I consent to the verification of my identity, employment, and qualifications, and to the use of my data for the purpose of RPL assessment in accordance with POPIA.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ | Place | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**6. For SDP/AC/Assessor Office Use Only**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessor Name** |  | | Assessor Reg No. | | |  | |
| **Date of Assessment** |  | | Moderation Required (Yes/No) | | |  | |
| **Assessment Method(s)** | Evidence review / Challenge test / Practical demonstration / Interview / Other: | | | | | | |
| **Decision**  **EISA READINESS** | | Yes | |  | No | |  |
| **Assessor Comments** | Provide comments for both yes/no | | | | | | |
| **Assessor Signature** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date | | | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ | |

**7. AQP Moderator Verification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Moderator Name** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Moderator Reg No.** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Moderation Date** | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ | **Outcome** | Confirmed / Referred back |
| **Moderator Comments** |  | | |

*Compliance reference: QCTO RPL Policy & SAQA RPL guidelines. Provider to retain*