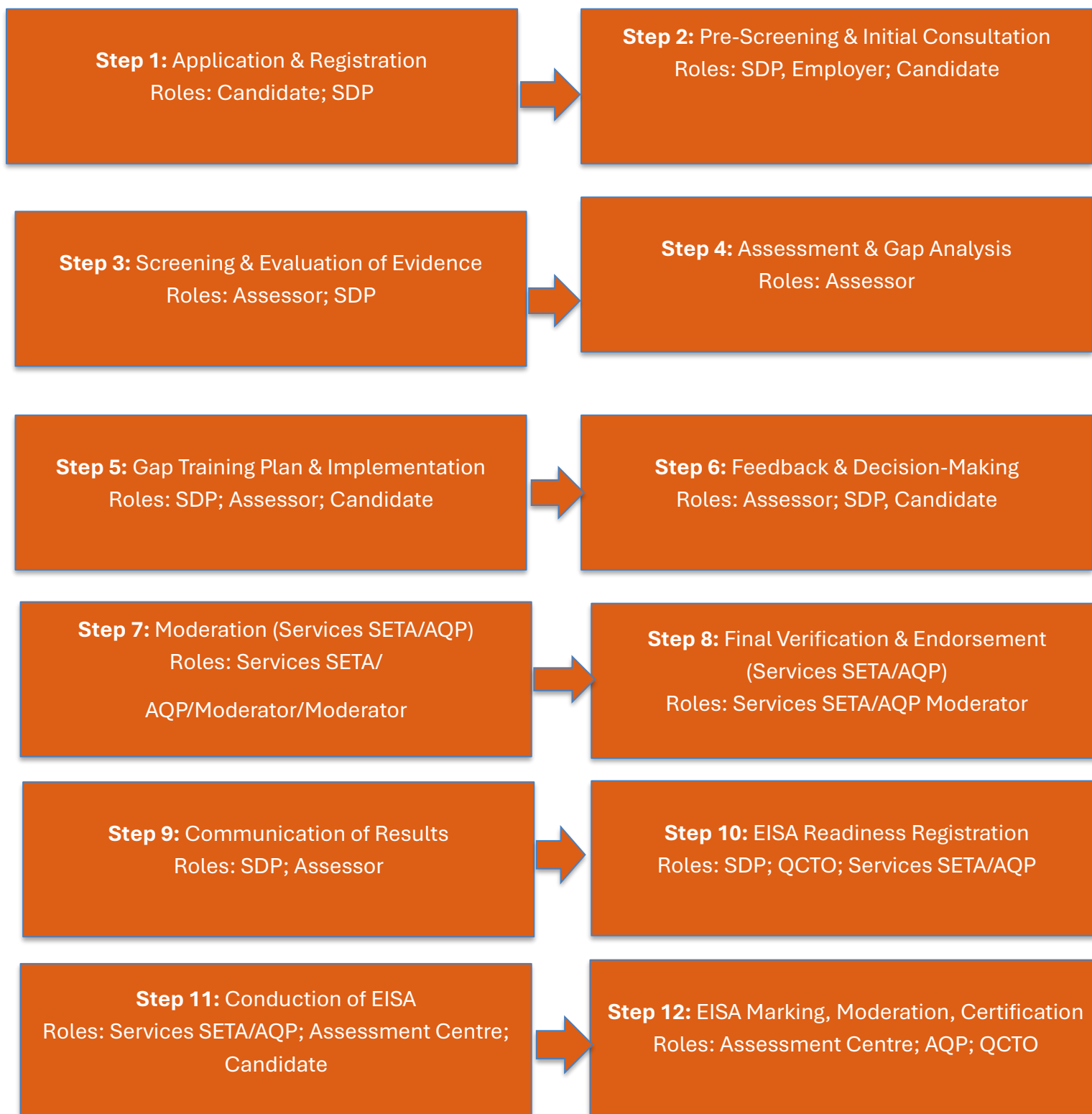


Assessment of RPL Candidates Process Flow



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 | | | |
| 2. Curriculum Vitae (CV) | | | |
| 3. Certificates/Statements of Results | | | |
| 4. Work samples/products | | | |
| 5. Photographs/Videos of work | | | |
| 6. Performance appraisals | | | |
| 7. Letters of reference/Testimonials | | | |
| 8. Logbook/Work records | | | |
| 9. 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 _____ Signature _____
 Name _____
 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 | Yes | | No | | |
| EISA READINESS | | | | | |
| 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