RPL and CAT Procedures

Economic and Management Sciences Faculty
Stellenbosch University
3 August 2018

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Regulation curator	The Vice Dean (Teaching)
Approved by	Faculty Board after submission to the Academic Planning Committee (APC)
Keywords	Recognition Transfer Credit accumulation

1   Contextualisation

"The purpose of the CHE policy on RPL is to develop and facilitate the implementation of RPL across the higher education sector and should be based on the principles of equity, access, inclusivity and redress of past unfair discrimination with regard to educational opportunities. The policy provides direction and guidelines for a dynamic and evolving system of RPL that will promote lifelong learning, whilst at the same time protecting the quality and standards of qualifications and higher education institutions.

Credit Accumulation and Transfer (CAT) is critical to ensure that students are able to receive formal recognition and certification of a learning achievement. It allows for articulation across the sub frameworks of the NQF in order to facilitate lifelong learning and provide for the mobility of students and enhance their chances of successfully completing their qualifications." (Compiled from CHE Policy documents on RPL, CAT and assessment, 2016)

These procedures should be read together with the Stellenbosch University "Regulation for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)", approved by the University Council on 19 June 2017 (**SU RPL/CAT Regulation**). These procedures describe the broad faculty specific implementation of this regulation.

2   Definitions

The SU RPL/CAT Regulation provides the following definitions (repeated and clarified here for ease of reference):

2.1. **Credit accumulation and transfer** (CAT) is a term that is used to refer to the mechanism for promoting articulation between qualifications within a sub-framework of the NQF. The purpose of CAT is to provide for mobility of students and enhance their chances to complete their qualifications. CAT also provides for articulation across the sub-frameworks of the NQF in order to facilitate lifelong learning and access to the workplace. **Only formal learning is considered for credit accumulation and transfer (CAT).**

2.2. **Credit accumulation** refers to the totalling of credits towards the completion of a qualification.

2.3. **Credit transfer** refers to the vertical, horizontal or diagonal relocation of credits towards a qualification.

2.4. **Formal learning**: credit-bearing learning, within the Higher Education Qualification Sub-Framework (HEQSF) of degree-seeking or non-degree-seeking students, within SU and other institutions. **This excludes short courses as they are non-credit bearing and outside of the HEQSF framework.** There are however some exceptions where a module within in HEQSF qualifications and registered by SAQA are also presented as a short course and are thus regarded as equivalent.

2.5. **Informal learning**: learning that results from daily activities related to paid or unpaid work, family or community life, or leisure, including incidental learning.

2.6. **Non-formal learning**: planned educational interventions that are not intended to lead to the awarding of qualifications, for example professional short courses and in-service training courses.

2.7. **Recognition of Prior Learning** (RPL) is a term that refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission (RPL for admission), recognition (RPL for credit recognition/exemption) and certification, or further learning and development. **RPL applies to informal and non-formal learning only**. Learning resulting from formal routes will normally be recognised via Credit Accumulation and Transfer (CAT), but in cases where CAT is found not to be applicable, the RPL route may be explored.

3 Regulation Provisions

Please consult the regulation provisions in the "Regulation for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)", approved by the University Council on 19 June 2017 (SU RPL/CAT Regulation).

A number of provisions are highlighted and explained here for clarity (see Regulation for full list):

• A student may be granted exemption or credit transfer for a maximum of 50% of the credits of a programme, and a maximum of 50% of the credits of a completed qualification may be transferred to another qualification.

• A specific set of learning on the grounds of which admission to any postgraduate programme is granted under RPL, cannot also be used for granting exemption of credits within the same programme.

An option exist that a specific set of learning can be used for admission to a programme and a **different set of learning** can be used for recognition/exemption of credits for the same degree programme. It is however not possible that a specific set of learning can be presented for admission **and** exemption of credits within the same programme. Evidence for both accounts of learning must be submitted separately for clarity.

• For **post graduate programmes** credit exemption from /recognition of module(s), as RPL, can be granted on the strength of short course(s) outside the HEQSF (in other words, non-credit-bearing) completed by the applicant, on condition that the course contents, duration and assessment of the short course (s) are at least equivalent to that of the module(s).

• In compliance with the SU RPL/CAT Regulation, normally not more than 10% of a cohort of students in a programme should be admitted through an RPL process, unless exceeding this limit was approved by the Higher Education Quality Committee (HEQC) as part of the programme's accreditation processes.

• Recognition of prior formal, informal and non-formal learning is valid for one application year.

4   Aim

These procedures aim to augment the normal admission and enrolment processes in the Faculty of Economic and Management Sciences, for the following situations, where a prospective student:

- Does not comply with the regular admission requirements for a particular programme, but can provide proof of prior learning that is deemed to be equivalent to the regular admission requirements;

- Complies with the regular admission requirements for a particular programme, and can provide proof of prior learning that is deemed to be equivalent to the learning outcomes of a module (or modules) for which the student is about to enrol, with a request to be exempted from the module or to obtain advanced standing in the programme ;

- Has completed his/her prior learning at an institution outside of South Africa, and the standard has to be assessed or verified;

Further specific programme or departmental/school requirements for CAT/RPL are provided on the respective websites.

5   RPL and CAT at undergraduate level (Higher Certificates, Advanced Certificates, Diplomas, Advanced Diplomas and Bachelor Degrees)

The details for applications for undergraduate programmes, as well as the specific criteria, application procedure and due dates, are given in the Economic and Management Sciences Faculty's part of the SU Calendar and is thus accessible to all prospective applicants.

5.1   General

- RPL for admission at undergraduate level is only considered for candidates already in possession of a post matric qualification (at NQF level 5 and above). Prospective students should also meet the minimum Grade 12 Mathematics requirement or offer evidence of proficiency in Mathematics deemed to be equivalent to Grade 12 Mathematics at the required performance level, for an RPL application to be considered.
- CAT at undergraduate level is considered for formal learning completed by the applicant (e.g. a module or qualification) that is deemed at least equivalent to the modules offered by SU. It is the applicant's responsibility to provide evidence of the module content, assessment and duration of the module if the module equivalence has not been determined previously (as per the faculty exception list).

- The Registrar's office keeps record of modules that are deemed equivalent (informed by the departments) and for which students can obtain credit recognition or transfer without submitting further evidence.

5.2 Applications for readmission on the grounds of prior learning acquired after previous refusal of readmission

The relevant Senate Sub-committee, according to the committee's procedures, takes decisions related to readmission. Departmental RPL/CAT committees are not part of this process.

A module passed elsewhere will be taken into account for readmission if it

- Largely corresponds to, or exceeds the number of credits of and learning outcomes defined for modules in the student's intended study programme, and

- Does not correspond to modules that the applicant has already passed at SU.

Modules taken into account for readmission will not necessarily be recognised for CAT.

6 RPL and CAT on postgraduate level

The details for applications for postgraduate programmes, as well as the specific criteria, application procedure and due dates, are given in the Economic and Management Sciences Faculty's part of the SU Calendar and is thus accessible to all prospective applicants. Please note the full set of regulation provisions. Environment specific specifications are given on the department/school/faculty website.

The following additional aspects apply:

- If the documentation presented by the applicant does not enable the RPL/CAT committee to make a decision, the committee cannot consider the request.

- If the RPL/CAT committee is convinced that the applicant is not suitable for admission to the relevant programme at that stage, it may reject the application or advise the applicant to first complete supplementary study or another programme.

7 Procedures of departmental RPL/CAT committees

7.1 RPL/CAT committee composition and decision:

- Departmental chairpersons are responsible for forming a departmental RPL/CAT committee for each application, taking into account the following guidelines:
  - ➢ The committee must include at least two academic staff members.
  - ➢ The relevant home department's chairperson and/or programme leader must be a member of the committee and one of them has to act as chair of the committee.

- The committee reviews and assesses the evidence submitted by the applicant and reaches consensus for each recommendation. If the committee cannot reach consensus, it should submit a report to the Faculty's Programme Committee. The report should give the relevant facts and all the alternative views regarding the application. The Programme Committee then acts as RPL/CAT committee for the particular application and makes a recommendation based on a simple majority vote of the members present.

- In cases where the RPL/CAT committee deems it necessary they can call on additional help (e.g. an expert from Stellenbosch University International).

7.2 Recordkeeping:

- Departments must keep record of all decisions and recommendations of their respective RPL/CAT committees. The record must contain the names of all committee members and their agreement with the decisions or recommendations. This record may be in the form of email correspondence.

- If the departmental chairperson is not part of the RPL/CAT committee, a document (it may be a copy of an e-mail) stating who the departmental chairperson appoints as committee members must be included in the records.

- A summary of the RPL/CAT student names and student numbers should be submitted to the first faculty board for notification.

- Students admitted via RPL will be requested to sign an agreement that gives the faculty permission to track and report on their success (as a cohort).

7.3 Procedures for communicating decisions:

- Where credit accumulation and transfer for modules based on CAT is considered, the RPL/CAT committee makes a final decision and communicates the decision to the Faculty Administrator in the Registrar's office (or appointed departmental/programme administrator), for communication to the applicant and recording on the SU administration systems.

- Where exemption of modules based on RPL is considered, the RPL/CAT committee makes a final decision and communicates the decision to the Faculty Administrator in the Registrar's office, for communication to the applicant and recording on the SU administration systems.

- Where admission to a undergraduate programmes are recommended based on RPL, while the applicant does not meet the specified degree admission requirements, the selection committee of the faculty makes a decision.   The undergraduate selection committee includes the Dean and or Vice-Dean (Teaching), the Faculty Director, the Faculty administrator and the Coordinator Student Affairs. The Faculty Administrator in the Registrar's

office communicates the selection committee's decision to the student and records it on the SU administrative systems

Where admission to a postgraduate programmes are recommended based on RPL, while the applicant does not meet the specified degree admission requirements, the RPL/CAT committee makes a decision (approved by the departmental chairperson if the chair is not part of the RPL/CAT committee). The chairperson submits the decision for oversight and ratification to the Faculty Board.

The Faculty Administrator in the Registrar's office communicates the Faculty Board's decision on the ratification to the Senate and the applicant, and records it on the SU administrative systems. Students admitted in this manner will be provisionally registered only, pending oversight and ratification by the faculty board (if registration is prior to the faculty board meeting).

- Where admission to postgraduate programmes is concerned where the applicant complies with programme requirements, but not with normal departmental selection criteria, the RPL/CAT committee follows the relevant department's procedures. The department's decision on the admission of the student is reported to the Faculty Administrator in the Registrar's office as for any other student.

8   Appeal process

In cases where applicants want to lodge an appeal, they must do so in writing within 14 days of receiving written or e-mail feedback on their application. Their appeal has to be lodged in writing, with full motivation, to the Faculty Administrator in the Registrar's office. An appeals committee will then reconsider the application.

The appeals committee is appointed by the Dean and should consist of at least two members and members normally must be taken from academic staff members serving the Faculty's Management Committee or Programme Committee, with the provisions that the Dean or a Vice dean should chair the appeals committee and that someone who served on the RPL/CAT committee that took the decision under appeal may not serve on the appeals committee.

The appeals committee again considers all evidence, as well as any additional evidence that was obtained or provided. The decision of the appeals committee is final.

9   Quality assurance

The RPL and CAT falls under the normal quality assurance procedures of the Faculty and is thus the responsibility of the Dean and the Management Committee, with inputs from the Programme Committee.

10 Costs

The costs of considering RPL/CAT applications are at present not recovered from the applicants.

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Annexure A

*The departmental requirements should be read together with the Stellenbosch University "Regulation for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)", approved by the University Council on 19 June 2017 (**SU RPL/CAT Regulation**) and the RPL/CAT procedures for the EMS Faculty approved at the **Faculty Board meeting on 8 August 2018**.*

RPL and CAT Procedures for programmes offered by the Graduate School of Business, USB.

1. **Requirements for credit recognition, accumulation and transfer based on the RPL/CAT regulation for the portfolio of degree programmes presented at USB**

USB provides access to its programmes through its Recognition of Prior Learning (RPL) process. In line with the requirements of the Council for Higher Education (CHE), USB may admit up to 10% of its student body per programme under RPL. Applicants who wish to be <u>admitted</u> under the RPL policy have to submit all the documentation and tests as required for all prospective students. In addition they have to adhere to degree specific admissions requirements for RPL candidates which are listed in the next section.

Based on the thorough evaluation of learning outcomes, specific credit <u>exemption</u> based on RPL exists for USB degrees which are listed in the degree specific sections of this annexure. These credit exemptions are presented and approved at the USB APC and at the Faculty Programmes Committee (FPC) before they can be applied. A specific set of learning on the grounds of which admission to any postgraduate programme is granted under RPL, cannot also be used for granting exemption of credits within the same programme (see 6.2.4 in SU regulation).

1.1 Masters level degrees at USB (NQF 9):

In order to be **admitted** to a Master's programme candidates should be in possession of at least a relevant NQF 8 qualification (i.e. Honours-degree, 4-year Bachelor's degree or a Postgraduate Diploma). Specific requirements for RPL/CAT for USB Master degrees are provided below. If these cannot be met, the application cannot be considered by the committee.

1.1.1 Master of Business Management and Administration (MBA)

For an **admission** process based on the **RPL** policy the following admission requirements apply to applicants:

- Hold at least an NQF 6 qualification (all school and academic certificates are required)
- Have at least six *(6)* years of working experience after obtaining the qualification mentioned in the above bullet point, of which at least three *(3)* years should have been in a management or a related professional position.
- Submit a comprehensive **CV** which must indicate detailed areas of responsibility as well as information of activities outside the work environment.
- Provide USB with at least two persons who can testify about the candidates *managerial or related professional* abilities (typically current or former line managers). These persons will be required to give a detailed personal reference about the candidate on forms provided by the USB.
- Submit the SHL/GMAT selection test results and
- Write and submit three motivational essays (specific topics are provided)
- Conduct an in-depth interview with the Head of the MBA programme and one other USB academic staff member.

RPL credit exemption:
No provision for credit exemption for non-formal/informal learning via the **RPL** regulation exists currently for the Masters of Business Management and Administration.

CAT for the Master of Business Management and Administration :

A student that first completed the Postgraduate Diploma in Business Management and Administration at USB needs to complete 181 credits on the MBA, having accumulated 32 credits on the PG Dip BMA for the MBA. The figure below illustrates the credit accumulation and transfer between the two degrees.
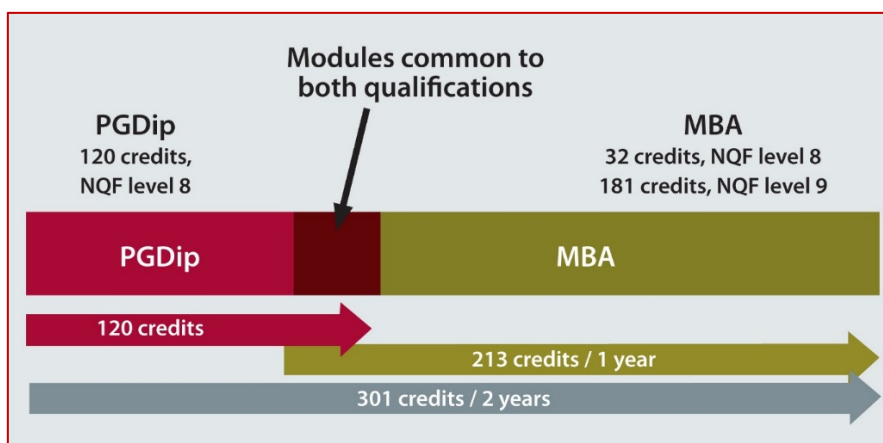

Figure 1: CAT between PG Dip BMA and MBA

Table 1: CAT for transfer on the MBA programme

FORMAL LEARNING	MODULE ON THE MBA
USB PGDip Business Management and Administration modules: - Economics for Managers, code: 51810 (NQF 8 - 8 credits) - Human Capital Management, code: 13152 (NQF 8 - 8 credits) - Managerial Accounting, code; 13158 (NQF - 8 credits) - Managerial Statistics, code: 13157 (NQF - 8 credits)	- Economics for Managers, code: 51810 (NQF 8 - 8 credits) - Human Capital Management, code: 13380 (NQF 8 -8 credits) - Management Accounting, code: 10812 (NQF 8 - 8 credits) - Managerial Statistics, code: 13157 (NQF 8 - 8 credits)
USB PGDip in Project Management Module: - Managing of projects, 12978 (20 credits)	- Elective Module: Business Management of Projects (8 credits)
Formal degree modules from other HEI's to be assessed on an individual basis.	

1.1.2 MPhil (Development Finance)

For an **admission** process based on the **RPL** policy the following additional requirements apply:
- Have at least an NQF 6 qualification.
- Have at least six **(6)** years of working experience after obtaining the qualification mentioned in 1, of which at least three **(3)** years should have been in a management or related professional position.
- Submit a comprehensive **CV**, which must indicate detailed areas of responsibility as well as information of activities outside the work environment.
- Write an assignment of at least 10 – 15 pages (11 font and 1.5 spacing) on a topic supplied by the Development Finance programme head. The assignment must contain a signed declaration of own work.
- Provide USB with at least two persons who can testify about the candidates *managerial or related professional* abilities (typically current or former line managers). These persons will be required to give a detailed personal reference about the candidate on forms provided by the USB.
- Conduct an in-depth interview with the Head of the programme and one other USB academic staff member.

In terms of the total intake of students for the MPhil (Development Finance), a maximum of 10% may be admitted through an RPL process.

No provision for credit exemption for non-formal/informal learning exist currently for the MPhil (Development Finance). A CAT process can be requested if a student has completed similar modules elsewhere to those offered in the curriculum of the programme.

1.1.3   MPhil (Management Coaching)

For an **admission** process based on the RPL policy the following additional requirements apply:
- Have at least an NQF 6 qualification in a relevant field.
- Have at least eight (8) years of working experience in the arena of Human Capital Development.
- Submit a comprehensive **CV**, which must indicate detailed areas of responsibility as well as information of activities outside the work environment.
- Write an assignment of at least 10 pages (11 font and 1.5 spacing) with references about a coaching-topic, provided by the Management Coaching programme head. The assignment must contain a signed declaration of own work.
- Provide USB with at least two persons who can testify about the candidates *managerial or related professional* abilities (typically current or former line managers). These persons will be required to give a detailed personal reference about the candidate on forms provided by the USB.
- Conduct an in-depth interview with the Head of the programme and one other USB academic staff member.

In terms of the total intake of students for the MPhil (Management Coaching), a maximum of 10% may be admitted through an RPL process.

RPL for credit exemption for the MPhil (Management Coaching) is currently accepted for:

NON-FORMAL LEARNING	MODULE ON THE MPHIL (MANAGEMENT COACHING)	EXPLANATION
'Essentials of Management coaching' short course offered by USB-ED. Students must successfully complete the assessment of the course. The course includes the following: ■ Coaching Skills ■ Positive Psychology and scenario planning ■ Ethics and professional standards in coaching ■ Coaching for performance ■ Business coaching models ■ An experiential coaching model integration ■ Neuro-leadership ■ Emotional, intellectual, relation-ship and irruptive intelligence	Two degree modules will be exempted for the successful completion of the USB-Ed Coaching short course : ■ Fundamentals of Coaching (NQF 8), 12303-871 (20 credits) ■ Business Coaching (NQF 8), 12303-871 (20 credits)	■ The programme head of the MPhil (Management Coaching) is a permanent staff member of USB, who holds academic oversight over the short course and ensures the academic quality. ■ The study level, material, content, learning hours, learning outcomes and assessment methods are equivalent between the USB-ED short course and the USB module ■ Any changes to the approved version of the short course, needs to be presented and approved again at the USB APC.

▪ Orientation, practical exercise and feedback		

The MPhil (Management Coaching) has been approved with 40 credits delivered on NQF level 8 and 140 credits on NQF level 9.

1.2 Postgraduate Diplomas at USB (NQF 8)

In order to be admitted to any USB Postgraduate Diploma prospective students should be in possession of a relevant B-degree or an Advanced Diploma at NQF level 7.

USB provides wider access to its programmes through its Recognition of Prior Learning (RPL) process for Postgraduate Diplomas. In line with the requirements of the Council for Higher Education (CHE), USB may admit up to 10% of its student body per programme under RPL. Prospective students who wish to be admitted under the RPL policy will firstly have to submit all the documentation and take/pass the tests as required for all prospective students. Secondly they have to adhere to the following requirements for assessment. If these cannot be met, the application cannot be considered by the committee.

- ▪ Have at least an NQF 4 qualification. (School leaving certificate, Matric)
- ▪ Have at least **10** years of working experience after obtaining a school leaving certificate, of which at least **5** years should have been in a management or related professional position.
- ▪ Submit comprehensive CV. It must indicate detailed areas of responsibility as well as information of activities outside the work environment.
- ▪ Provide USB with at least two persons who can testify about the candidates ***managerial or related professional*** abilities (typically current or former line heads). These persons will be required to give a detailed personal reference about the candidate on forms provided by the USB.
- ▪ Submit the SHL/GMAT selection test results (where applicable)
- ▪ Write and submit three motivational essays (specific topics are provided)
- ▪ Conduct an in-depth interview with the Head of the PGD programme and one other USB academic staff member.

The next section provides specific credit exemption agreements for USB PGDip degree programmes based on the thorough evaluation of learning outcomes from non-formal learning.

1.2.1 Postgraduate Diploma in Development Finance: PGDip (Development Finance)

RPL for credits exemption for the PGDip (Development Finance) is currently accepted for:

NON-FORMAL LEARNING	MODULE ON THE PGDIP (DEVELOPMENT FINANCE)	EXPLANATION
'Short course in Development Finance' offered by USB-ED, which includes all of the following courses. Students	1. Finance and Development in Africa, 11324-715 (15 credits)	▪ The programme head of the PGDip Development Finance is a permanent staff member of USB, who

must successfully complete the assessment of each course. 1. Finance and Development in Africa 2. Financial Analysis and Project Appraisal 3. Risk Management in Development Finance Institutions	2. Financial Analysis and Project Appraisal, 13197-715 (15 credits) 3. Risk Management in Development Finance Institutions, 11327-715 (15 credits)	holds academic oversight over the short course and ensures the academic quality. ▪ The study level, material, content, learning hours, learning outcomes and assessment methods are equivalent between the USB-ED short course and the USB module ▪ Any changes to the approved version of the short course, needs to be presented and approved again at the USB APC.

1.2.2 Postgraduate Diploma in Project Management: PGDip (Project Management)

RPL for credits exemption for the PGDip (Project Management) is currently accepted for:

NON-FORMAL LEARNING	MODULE ON THE PGDIP (PROJECT MANAGEMENT)	EXPLANATION
Various short courses in Project Management offered by USB-ED. Students must successfully complete the assessment of each course. 1. Project Leadership and EQ 2. Managing of projects 3. Project Risk Management 4. Project Communication Management	The numbering indicates which USB-ED programme provides credit exemption for USB Modules. 1. Project Management and EQ, 12981-713 (20 credits) 2. Managing of projects, 12978-713 (20 credits) 3. Project Risk Management, 10851-713 (12 credits) 4. Project Communication Management, 12979-714 (8 credits)	▪ The programme head of the PGDip Project Management is a staff member of USB, who holds academic oversight over the short course and ensures the academic quality. ▪ The study level, material, content, learning hours, learning outcomes and assessment methods are equivalent between the USB-ED short course and the USB module ▪ Any changes to the approved version of the short course, needs to be presented and approved again at the USB APC.

1.2.3 Postgraduate Diploma in Business Management and Administration: PGDip (Business Management and Administration)

RPL for credit exemption for the PGDip (Business Management and Administration) is currently accepted for:

NON-FORMAL LEARNING	MODULE ON THE PGDIP (Business Management and Administration)	EXPLANATION
Short course offered by USB-ED: ▪ Managing of projects	▪ Elective Module: Project Management, (Module number 51993717 - 16 credits)	▪ The programme head of the PGDip BMA is a staff member of USB, who holds academic oversight over the short course and ensures the academic quality. ▪ The study level, material, content, learning hours, learning outcomes and assessment methods are equivalent between the USB-ED short course and the USB module ▪ Any changes to the approved version of the short course, needs to be presented and approved again at the USB APC.

1.3 Advanced Certificate level (NQF 6) – currently not offered (dormant)

In order to be admitted to the AdvCert (Business Management and Administration) prospective students should be in possession of a relevant Higher Certificate at NQF level 5.

Candidates who wish to be admitted to the AdvCert (Business Mangement and Administration) under the RPL policy will firstly have to submit all the documentation and tests as required for all prospective students. Secondly, they have to adhere to the following requirements. If at least these cannot be met, the application cannot be considered by the committee.

- Have at least a NQF 4 qualification.
- Have at least 4 years of working experience after obtaining a school leaving certificate, of which at least 2 years should have been in a management or related professional position.
- Submit a comprehensive CV which must indicate detailed areas of responsibility as well as information of activities outside the work environment.
- The candidate must provide the USB with at least two persons who can testify about the candidates **managerial or related professional** abilities (typically current or former line heads). These persons will be required to give a detailed personal reference about the candidate on forms provided by the USB.
- Conduct an in-depth interview with the Head of the programme and one other USB academic staff member.

In terms of the total intake of students for the AdvCertificate a maximum of 10% may be admitted through the RPL process.

RPL for credits exemption for the AdvCert BMA is currently still under discussion:

1.4   Appeal procedure

In cases where applicants want to lodge an appeal, they must do so in writing within fourteen (14) days of receiving written or e-mail feedback on their application. Their appeal has to be lodged in writing, with full motivation, to the USB Admissions Office in the Student Administration Department.

An appeals committee will then reconsider the application. The appeals committee is appointed by the Head of the School (USB) and should consist of at least two academic staff members serving on the USB Academic Planning Committee, with the provisions that the Head of the School (USB) should chair the appeals committee and that someone who served in the RPL/CAT committee that took the decision under appeal may not serve on the appeals committee.

The appeals committee again considers all evidence, as well as any additional evidence that was obtained or provided. The decision of the appeals committee is final.

1.5 Procedures of the USB departmental RPL/CAT committee

In line with the EMS Faculty procedure, the departmental chairperson is responsible for forming a departmental RPL/CAT committee for each application, taking into account the following guidelines:
- The committee must include at least two academic staff members.

- The relevant department's chairperson and/or programme leader must be a member of the committee and one of them has to act as chair of the committee.

The RPL/CAT committee reports to the USB Teaching & Learning committee.

A departmental record of all decisions and recommendations of the RPL/CAT committees are kept at USB by the Assistant Registrar's office and is administered in the student information system as well as in the USB CRM. Other aspects, such as the Communication for the decision follows the EMS procedure, whereby the USB Deputy Registrar's office will fulfil the communication duties.

1.6 Costs of services provided for RPL/CAT assessment

There is no costs involved for RPL/CAT applications at USB. This is covered in the USB's application fees.

Annexure B

RPL and CAT Procedures for programmes offered by the School of Public Leadership (SPL)

*These departmental requirements should be read together with the Stellenbosch University "Regulation for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)", approved by the University Council on 19 June 2017 (**SU RPL/CAT Regulation**) and the procedures for the EMS Faculty approved on **3 August 2018** (by the faculty board).*

1. **Requirements and procedures for admission to programmes offered by SPL via Recognition of Prior Learning (RPL)**

Admission via RPL is a route for applicants who believe that they have grounds, based on a combination of prior knowledge obtained through non-formal and or formal learning, to apply for programmes in spite of not fulfilling the formal minimum admission requirements as stated in the faculty yearbook. The Council on Higher Education (CHE) has stipulated that institutions may admit up to 10% of its intake per programme via the RPL route.

The RPL route of admission at SPL has traditionally only applied to the Diploma in Public Accountability, Postgraduate Diploma (PGDip) in Sustainable Development and Honours programmes as all other programmes are selection programmes with limited space and the number of applicants who meet the formal minimum admission requirements exceed the number of spaces available every year. For this reason, RPL requirements and procedures discussed in this document will focus on the Diploma, PGDip and Honours programmes, as mentioned. Admission via RPL, however, remains an option for other programmes offered by SPL.

Candidates who wish to be admitted via the RPL process have to submit the required documents and evidence of prior learning in order for said prior learning to be assessed and considered for admission and adhere to the programme specific RPL criteria stipulated in this document.

NB: Once evidence of prior learning has been submitted as part of an RPL application for admission to a programme, the same evidence of prior learning or credits accumulated may not also be presented for credit accumulation and transfer (CAT) within the same programme.

1.1.   RPL requirements and procedure for the Diploma in Public Accountability at SPL

RPL for admission to the Diploma programme applies to candidates who are unable to present a copy of their matric certificate (a minimum requirement set by the institutional admissions office and without which admission will not be granted), but who can provide evidence of having obtained a higher education qualification (higher certificate, advanced certificate, diploma or degree). It is accepted that an accredited higher education institution would have, based on legislation, required proof of a matric certificate upon enrolling the student for such a higher education qualification. Applicants have to provide certified copies of such higher education qualification completed at an accredited higher education institution, and the programme administrator has to verify authenticity. A relevant, verified authentic higher education qualification certificate is regarded as evidence of the applicant's ability to successfully complete a programme at higher education level, such as the Diploma in Public Accountability, and sufficient

for meeting minimum requirements for admission. The candidate can, therefore, be admitted to the Diploma and a report is submitted to the faculty board for notification and ratification.

1.2. RPL requirements and procedure for the PG Dip in Sustainable Development

RPL for admission (access) to the PG Dip in Sustainable Development applies to applicants who hold any three year diploma with at least five years relevant work experience. The equivalent of 120 credits at NQF level 7 (Bachelor's degree) must be offered in one or more of the following ways, subject to the decision of the SPL CAT/RPL Committee, which consists of the Director of the School of Public Leadership, the Programme Coordinator and other relevant persons:

- Completion of at least three out of the range of elective modules from the PG Dip in Sustainable Development curriculum with a total average mark of 65%. These 3 elective modules can be completed as short courses at SPL prior to consideration of the RPL application. The same 3 modules may not be offered for exemption, should the RPL application be successful and the student be admitted to the PG Dip in Sustainable development

- Assessment for the purpose of recognition of all relevant formal and informal learning in the form of professional short and/or in-service training courses and completed subjects from other degree or diploma programmes

- Submission of a learning portfolio, with copies of written work to the RPL committee for assessment

- Passing of an entrance examination, if so required by the SPL CAT/RPL committee

1.3. RPL requirements and procedure for Honours programmes

RPL for admission to Honours applies to applicants who do not possess a relevant NQF level 7 qualification (degree or advanced diploma) but who, at a minimum, has an NQF level 6 qualification (Diploma). Applicants who:

- achieved academic performance of at least 68% average in their relevant level 6 qualification, and who has at least 5 years relevant work experience, OR

- if there are still RPL spaces available on the programme (total number of RPL admissions should not exceed 10% of the total intake per programme), achieved academic performance of at least 60% average in their relevant level 6 qualification, and who has at least 10 years relevant work experience, and can provide evidence of other relevant prior learning that did not lead to a qualification,

may be allowed access to the second round of the RPL admission process, i.e. admissions examinations. The admissions examination tests knowledge of the fundamental theories of Public and Development theories as well as research methodology (study material and exam guidelines are made available to applicants in advance). In addition, applicants have to pass a practical exam on Word and Excel or provide evidence of proficiency in those two Microsoft programmes (training courses are available free of charge for prospective applicants).

An average performance of 50% in the admissions exam is regarded as a successful application, and the candidate will be allowed admission into the Honours programme and a report is submitted to the faculty board for notification and ratification.

2. Requirements and procedures for credit accumulation and transfer (CAT) / exemption within programmes offered by SPL

Credits obtained through formal higher education learning (credit-bearing learning within the HEQSF) completed at Stellenbosch University or elsewhere may be transferred to or recognised within any SPL programme that a candidate has been accepted for, pursuant to the following principles:

- Credits presented for RPL admission may not also be presented for the purposes of credit transfer or exemption
- No more than 50% of the total credits of a programme may be recognised or exempted. At least 50% of credits have to be completed authentically during the enrolment for the programme.
- Credits to be transferred must be at the same NQF level as, or higher than the formal module for which exemption is applied.
- Credits to be transferred must be sufficiently similar in terms of level, content, assessment standards and methods, number of credits, duration of study and quality control as the module for which exemption is applied.
- Prior learning presented for CAT should not be older than 5 years.

2.1 CAT requirements and procedures specific to the Diploma in Public Accountability

The definition of formal learning (for CAT) excludes short courses and other learning outside of the HEQSF. However, if the short course is deemed as equivalent to the module that is registered on the HEQSF (as part of a programme) in terms of level, content, assessment standards and methods, duration and quality control, these short courses could be considered for CAT (in the Diploma in Public Accountability) and result in exemption from certain modules.

Although other formal prior learning may also be considered, the primary CAT transfer within the Diploma in Public Accountability relates to the exemption of modules that the applicant obtained via Unit Standards completed as part of the Municipal Minimum Competence programme (MMC). Refer to Table 1. Ten of the sixteen modules of the Diploma are based on Unit Standards and are deemed equivalent to the formal learning module registered on the HEQSF as part of the Diploma in Public Accountability programme. The Unit Standards are accredited by the LGSeta and are registered with SAQA. The School of Public Leadership is an accredited service provider to offer these unit standards as short learning programmes while the LGSeta, a formal legislated Quality Control body, oversees the quality control processes.

Unit standards completed through the MMC offered by SPL Stellenbosch University are automatically recognised and exemption can be granted for the concomitant modules within the Diploma programme, up to 50% of the total programme credits. Unit standards completed through other service providers have to be assessed in terms of rigour of the assessment standards and methods - many service providers use only portfolios of evidence and group work as assessment methods allowing individual competence to potentially go unascertained. Only where the assessment methods and criteria involve individually, invigilated assessments and a pass rate of 50% is achieved will be considered for exemption. Applicants who have completed these unit standards with other institutions without individually, invigilated assessments, may still be admitted after successfully completing an admission examination set by SPL.

The following table provides a list of unit standards which can be presented for exemption of the respective formal modules in the Diploma in Public Accountability (all of the unit standards indicated next to the module should be presented for each module as indicated):

Table 1: Unit standards articulating with Diploma Modules

Module name	Unit Standards required
Year 1	
Public Accountability 161 (20 credits)	116361: Public Finance legislation 116342: Income & Expenditure 119334: Public sector regulatory framework
Institutional Conduct 141 (15 credits)	116343: Public sector ethics 116339: Risk management
Institutional Capacity Management 171 (20 credits)	119341: Cost management info systems 119331: Working capital management 119352: Public finance info systems
Institutional Collaboration Management 181 (15 credits)	116348: Stakeholder participation 116344: IGFR Act
Institutional Performance Management 191 (20 credits)	116341: Performance management 119343: Operations research for projects 116358: Strategic planning
Public Financial Accounting 121 : Auditing (elective) (15 credits)	116363: Financial reports 116351: Auditing
Public Financial Accounting 122: GRAP (elective) (15 credits)	119348: GRAP 119350: Accounting principles and reports
Compliance and Control 121 : Budgeting (elective) (15 credits)	116345: Budgeting 116363: reporting cycles
Compliance and control 122: Assets and Procurement (elective) (15 credits)	116362: Assets and liabilities 116353: Procurement
Year 2	
Institutional Capacity Management 271 (20 credits)	116340, 116347, 116346: Costing, capital planning and cash/investment management

2.2 CAT requirements and procedures specific to PG Dip, Honours and Masters programmes

SPL offers many of its formal PG Dip, Honours and Masters modules also as short courses. In such cases, the level, content, duration, quality control and assessment of the learning is exactly the same as that of the formal module. This learning may be automatically accepted for exemption within the concomitant programmes (see 2.1 above). For learning obtained through other service providers, the general principles stated under point 2 above applies.

3. Appeals procedure

In cases where RPL or CAT applicants are unsuccessful or dissatisfied and wish to lodge an appeal, they must do so in writing within 14 days of receiving written feedback regarding their application. The appeal has to be submitted in writing, with full motivation, to the Head of the programme for which admission or exemption was requested.

An appeals committee will then reconsider the application. The appeals committee is appointed by the SPL Director and should consist of at least the Director of the School, the head of a programme and a programme administrator who was not involved in the decision under appeal.

The appeals committee again considers all evidence, as well as any additional evidence that was obtained or provided. The decision of the appeals committee is final.

4. Costs of services provided for ARPL assessment

The costs involved in ARPL applications at SPL are currently not for the applicant's account.