

Supplement to RPL and CAT Procedures

Faculty of Economic and Management Sciences

October 2022

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Procedure aim	To supplement the description of the broad faculty specific implementation of the SU Regulation for the Recognition of Prior Learning and Credit Accumulation and Transfer [REG-001-2017] as approved by Council on 19 June 2017
Recommended and approval date	
Implementation date	1 January 2023
Revision schedule	
Previous revisions	n/a
Regulation owner	The Dean
Regulation curator	The Vice Dean (Learning and Teaching)
Approved by	This supplement will be approved by the Faculty Committee. Further revision is expected given that the Institutional Policy is currently under review. Once this is finalized a further revision will serve at the Faculty Board after submission to the Academic Planning Committee (APC)

KeywordsRecognition; transfer; credit accumulation

Please note: The faculty regulation previously approved by the APC remains in operation with this document supplementing it until the institutional policy is revised and the EMS regulations updated.

1. Contextualisation

The national context and directives for Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) stems from the Council on Higher Education's (CHE) *Policies on Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education* (2016), the South African Qualifications Authority's (SAQA) Policy and Criteria for Credit Accumulation and Transfer within the National Qualifications Framework (2021) and the Department of Higher Education and Training's (DHET) Articulation Policy for the Post-school Education and Training System of South Africa (2017). The CHE describes the purpose and principles of RPL and CAT as follows:

"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."

(CHE 2016)

In response to the national policies on RPL and CAT, Stellenbosch University (SU) developed the "Regulation for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)" which was approved by the University Council on 19 June 2017 (SU RPL/CAT Regulation)¹.

The procedures contained in this document should be read in conjunction with the CHE policies as well as SU's institutional regulations for RPL and CAT. Where these faculty regulations² differ from the national or institutional policies the directives of the latter take precedence unless express permission to deviate from the national and institutional policies was provided by the relevant institutional bodies.

¹ This policy is currently under review. Once the institutional review is concluded, the faculty's regulations will be updated and this supplement integrated.

² For brevity this document refers to the "Regulation for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)" document as "the institutional regulations" and the "RPL and CAT Procedures Economic and Management Sciences Faculty" document as "the faculty regulations"

2. Definitions

The institutional regulations provide the following definitions (repeated and clarified here for ease of reference):

- 2.1. **Credit accumulation and transfer (CAT)** refers to "the practice of accumulating credits from one or more cognate learning programmes in an institution, and transferring those credits to be recognised towards a qualification/ part-qualification in the same or a different institution (SAQA 2021). The purpose is to promote "articulation between qualifications within a sub- framework of the NQF" and "provide for mobility of students and enhance their chances to complete their qualifications" (SU 2017). It also provides for articulation across the sub-frameworks of the NQF 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 totaling 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 HEQSF qualifications and registered by SAQA are also presented as a short course and are thus regarded as equivalent (see section 3.4).
- 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 CAT, but in cases where CAT is found not to be applicable, the RPL route may be explored.

Admission via RPL is to be distinguished from deviations from minimum admission/selection criteria. Only where explicit evidence of prior informal or non-formal learning is provided, can access via RPL be considered.

Important to these Procedures of the faculty is the distinction between RPL for access and RPL for exemption as well the distinction between CAT for recognition

and CAT for exemption. RPL for access refers to the practice of recognizing prior informal and non-formal learning as equivalent to admission requirements of a formal qualifications in order to allow a student access to this formal qualification. RPL for exemption refers to the practice of recognizing prior informal and non-formal learning as sufficient evidence that particular learning outcomes of a formal qualification have been met in order to acknowledge these outcomes as achieved.

CAT for recognition/exemption refers to the practice of recognizing formal learning completed in a qualification other than the one a student is applying for as sufficient to award certain credits in the qualification applied for or to exempt the student from the requirements to achieve these credits.

3. Faculty Regulation Provisions

Please also consult the provisions of the institutional regulations.

Provisions directed by the institutional regulations and provided for in the faculty regulation are:

- 3.1 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. This implies that 50% of the programme credits will have to be from the SU. In some cases, this could result in additional years of study.
- 3.2 A specific set of learning on the grounds of which admission to any undergraduate or post-graduate programme is granted under RPL, cannot also be used for granting exemption of credits within the same programme.
- 3.3 An option exists 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.
- 3.4 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). Equivalency is determined by the Department responsible for the post-graduate programme applied for.
- 3.5 In compliance with the institutional regulations, 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 or via application to the HEQC.
- 3.6 Recognition of prior formal, informal and non-formal learning is valid for one application year.

4. Aim

These faculty procedures aim to augment the normal admission and enrolment processes in the Faculty of Economic and Management Sciences. Specific programme or departmental/school requirements for CAT/RPL are provided as annexures and on the respective websites.

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

Please note: 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.

5.1. General

- 5.1.1. RPL admission may only be applied in programmes the Learning and Teaching Committee has recommended to the Faculty committee . For consideration (and ultimate approval by the Faculty Committee), documentation indicating the RPL admission criteria as well as processes applicable to the particular programme, must be submitted to the Learning and Teaching Committee, who makes a recommendation to the Faculty committee.
- 5.1.2. If a student wishes to be considered admission based on RPL, it is the responsibility of the student to contact the faculty administrator and indicate that they want their application dealt with as an RPL application.
- 5.1.3. Note: First time applicants who do not meet the minimum admission requirements of a programme fall outside the scope of this procedure document and are dealt with by the faculty Recruitment and Selection Committee.

5.2. RPL for admission to undergraduate programmes (see Annexure E for the process)

- 5.2.1. RPL for admission at undergraduate level is only considered for candidates already in possession of a National Senior Certificate (Grade 12) or an equivalent international curriculum qualification.
- 5.2.2. Prospective students should also meet the minimum Grade 12 Mathematics requirement.

5.3. CAT for recognition and/or exemption

- 5.3.1. CAT at undergraduate level is considered for **formal learning** completed by the applicant (e.g. a module or qualification from another Higher Education

institution) that is deemed **at least equivalent to the modules offered by SU**.

- 5.3.2 It is the applicant's responsibility to provide evidence of the module content, assessment and duration of the module (e.g. module framework) if the module equivalence has not been determined previously (as per the faculty list).
- 5.3.3 The Registrar's office keeps record of modules from other Higher Education institutions that are deemed equivalent (informed by the departments) and for which students can obtain credit recognition or transfer without submitting further evidence. **This list is not a comprehensive list of all institutions and should regularly be reviewed (every 2 years) in consultation with the faculty.**
- 5.3.4 If the module for which CAT is requested is not on the list of modules that are deemed equivalent, the Registrar's office follows the following procedure:
- a. The Registrar's office informs the applicant that they must submit information on the module to make an evaluation of equivalence.
 - b. The registrar's office emails the departmental chair/director with the application and documents as supplied by the applicant with the purpose to determine equivalence.
 - c. The departmental chair follows the procedure as set out in section 7 to reach a decision.
 - d. The decision is communicated to the registrar's office that keeps the record thereof and communicates it to the applicant.

5.4. Applications for readmission

- 5.4.1. If a student previously failed to gain readmission and completes a module/modules elsewhere with a view to gaining readmission, the relevant Senate Sub-committee, according to the committee's procedures, takes the final decision. Modules considered for readmission will not necessarily be recognised for CAT.

6. RPL and CAT at postgraduate level

Please note: 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.

The details for applications for postgraduate programmes, as well as the specific criteria, application procedure and due dates, are given in the Annexures and on relevant Departmental websites.

6.1. General

6.1.1 RPL admission may only be applied in programmes for which the Faculty Committee and Faculty board has approved it as an alternative admissions route.

6.2. RPL for admission to postgraduate programmes (see Annexure E for the process)

6.2.1 If the documentation presented by the applicant does not enable the RPL/CAT committee to decide, the committee cannot consider the request.

6.2.2 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 and advise the applicant on gaps in their learning that should be addressed prior to re-application (e.g. to first complete supplementary study or another programme).

6.3. CAT for recognition and/or exemption

6.3.1 CAT at postgraduate level is considered for **formal learning** completed by the applicant (e.g. a module or qualification from another Higher Education institution) that is deemed **at least equivalent to the modules offered by SU**.

6.3.2 It is the applicant's responsibility to provide evidence of the module content, assessment and duration of the module (e.g. module framework).

6.3.3 Upon receipt of the application, the Registrar's office follows the following procedure:

- a. The Registrar's office informs the applicant that they must submit information on the module to make an evaluation of equivalence.
- b. The registrar's office emails the departmental chair/director with the application and documents as supplied by the applicant with the purpose to determine equivalence.
- c. The departmental chair follows the procedure as set out in section 7 to reach a decision.
- d. The decision is communicated to the registrar's office that keeps the record thereof and communicates it to the applicant.

7. Procedures of departmental RPL/CAT committees

7.1. RPL/CAT committee composition and decision-making process

7.1.1 Departmental chairpersons/directors are responsible for forming a departmental RPL/CAT committee for each application, considering the

following guidelines:

- a. The committee must include at least two academic staff members.
 - b. The relevant home department's chairperson and/or programme leader must be a member of the committee and one of them must act as chair of the committee.
- 7.1.2 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 Selection Committee with a request for a decision. The report should give the relevant facts and all the alternative views regarding the application. The Selection Committee then acts as RPL/CAT committee for the application and decides based on a simple majority vote of the members present. The selection committee includes the Dean and/or Vice-Dean (Learning and Teaching), the Manager (Learning and Teaching), the Faculty administrator and the Coordinator Student Affairs.
- 7.1.3 In cases where the RPL/CAT or faculty's Selection committee deems it necessary they can call on additional help (e.g. an expert from Stellenbosch University International).

7.2. Recordkeeping

- 7.2.1 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.
- 7.2.2 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.
- 7.2.3 A summary of the RPL undergraduate and postgraduate student names and student numbers should be submitted via the faculty administrator to the first faculty board for notification and ratification.
- 7.2.3 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

- 7.3.1 All decisions taken by Department RPL/CAT committees must be submitted to the faculty administrator
- 7.3.2 The faculty administrator must submit all such decisions to the Faculty board for oversight and ratification.
- 7.3.3 All decisions taken by Departmental RPL/CAT committees must be communicated to applicants by the faculty administrator (this may be prior to the first faculty board meeting)

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

8. Appeal process

- 8.1. 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 from the Registrar's office. Their appeal has to be lodged in writing (e-mail), with full motivation and additional information (for e.g. additional evidence), to the Faculty Administrator who will forward any additional information submitted by the candidate to the appeals committee to the Vice Dean (Learning and Teaching).
- 8.2. An appeals committee is appointed by the Vice-Dean (Learning and Teaching) and will reconsider the application. Members include the chair/director of the environment and at least two academic staff members (programme leader or academic staff members serving on the Faculty Committee or Programme Committee). Staff who served on the RPL/CAT committee that took the decision under appeal, may not serve on the appeals committee (except for the Chair/Director of the environment if he/she served on the RPL/CAT committee).
- 8.3. The appeals committee again considers all evidence, as well as any **additional evidence** that was obtained or provided. The outcome is communicated to the Registrar's office via the Faculty Administrator. The Registrar's office communicates the outcome to the applicant. The decision of the appeals committee is final.

9. Quality assurance

The RPL and CAT processes falls under the normal quality assurance procedures of the Faculty and is thus the responsibility of the Dean with inputs from the faculty Learning and Teaching Committee.

10. Costs

The costs of considering RPL/CAT applications are normally not recovered from the applicants, however environments may apply a cost levy if approved.

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 Stellenbosch Business School

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

Stellenbosch Business School provides additional access to its programmes through its Recognition of Prior Learning (RPL) process. In line with the requirements of the Council for Higher Education (CHE), the Stellenbosch Business School may admit up to 10% of its student body per programme under RPL. Applicants who wish to be admitted 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 exemption based on CAT exists for degrees from the Stellenbosch Business School which are listed in the degree-specific sections of this annexure. These credit exemptions are presented and approved at the Business School APC and at the Faculty's Programme 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 (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 the Stellenbosch Business School's Master degrees are provided below. If these cannot be met, the application cannot be considered by the committee.

1.1.1. RPL and CAT for Master of Business Management and Administration (MBA)

RPL for admission

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

- a. Hold at least an NQF 6 qualification (all school and academic certificates are required)
- b. 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.
- c. Submit a comprehensive **CV** which must indicate detailed areas of responsibility as well as information of activities outside the work environment.
- d. Provide the Stellenbosch Business School with names and contact details of 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 Stellenbosch Business School.
- e. Submit the SHL/GMAT selection test results and
- f. Write and submit three motivational essays (specific topics are provided)
- g. Conduct an in-depth interview with the Head of the MBA programme and one other Stellenbosch Business School academic staff member.

RPL credit exemption

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

CAT for the Master of Business Management and Administration

Table 1: CAT for transfer on the MBA programme

Formal learning	Module of the MBA
Stellenbosch Business School PGDip in Business Management and Administration modules: <ul style="list-style-type: none"> o Business Analytics, code: 14023 (NQF 8 - 15 credits) o Business Finance, code: 11984 (NQF 8 - 15 credits) o Organisational Behaviour, code: 13888 (NQF 8 - 15 credits) 	<ul style="list-style-type: none"> o Managerial Statistics, code: 13157 (NQF 8 - 8 credits) o Managerial Accounting, code: 10812 (NQF 8 - 8 credits) o Organisational Behaviour, code: 13380 (NQF 8 - 8 credits)
Stellenbosch Business School PGDip in Development Finance, PGDip in Project Management and PGDip in Business Management and Administration.	

- o Managing Projects, code: 12978
(15 credits)

- o Elective module[#]: Business Management of Projects
(8 credits)

This elective module is not necessarily presented each year.

Formal degree modules from other HEI's to be assessed on an individual basis.

1.1.2 RPL and CAT for MPhil (Development Finance)

RPL for admission

For **admission** 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 the Stellenbosch Business School with names and contact details of 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 Stellenbosch Business School.
- Conduct an in-depth interview with the Head of the programme and one other Stellenbosch Business School 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.

RPL credit exemption

No provision for credit exemption for non-formal/informal learning exists currently for the MPhil (Development Finance).

CAT for MPhil (Development Finance)

Table 2: CAT for transfer on the MPhil (Development Finance)

Formal learning	Module of the MPhil (Development Finance)
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Stellenbosch Business School PGDip in Development Finance, PGDip in Project Management and PGDip in Business Management and Administration.

- o Managing Projects, code: 12978
(15 credits)

- o Elective module: Development Project Management
(10 credits)

Formal degree modules from other HEI's to be assessed on an individual basis.

1.1.3 RPL and CAT for MPhil (Management Coaching)

RPL for admission

For **admission** 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 the Stellenbosch Business School with names and contact details of 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 Stellenbosch Business School.
- Conduct an in-depth interview with the Head of the programme and one other Stellenbosch Business School 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 credit exemption

No provision for credit exemption for non-formal/informal learning exists currently for the MPhil (Management Coaching).

CAT for MPhil (Management Coaching)

No provision for credit exemption for formal learning exists currently for the MPhil (Management Coaching).

1.2. Postgraduate Diplomas at Stellenbosch Business School (NQF 8)

RPL for admission

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

Admission via RPL may be considered if stipulations under 1 above are met. Additionally applicants have to adhere to the following requirements. If these cannot be met, the application cannot be considered. The requirements are as follows:

- a. Have at least an NQF 4 qualification. (School leaving certificate, Matric). Prospective students for the PGDip in Financial Planning have at least an Advanced Certificate in Financial Planning at NQF 6 from an FPI-accredited education provider.
- b. 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. Prospective students for the PGDip in Financial Planning have at least 5 years of relevant working experience.
- c. Submit a comprehensive CV. It must indicate detailed areas of responsibility as well as information on activities outside the work environment.
- d. Provide the Stellenbosch Business School with names and contact details of 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 Stellenbosch Business School.
- e. Submit the SHL/GMAT selection test results (where applicable)
- f. Write and submit three motivational essays (specific topics are provided)
- g. Conduct an in-depth interview with the Head of the PGD programme and one other Stellenbosch Business School academic staff member.

RPL Credit exemption

Table 3: RPL for credit exemption for Stellenbosch Business School Postgraduate Diploma modules is currently accepted for.

Non-formal learning	Module in Postgraduate Diploma (Development Finance), Postgraduate Diploma (Project Management), Postgraduate Diploma (Future Studies) and Postgraduate Diploma (Business Management and Administration)	Stipulations

<p>Short course in Project Management offered by USB-ED. Students must successfully complete the assessments of the course.</p>	<p>The numbering indicates which USB-ED programme provides credit exemption for Stellenbosch Business School modules.</p>	<ul style="list-style-type: none"> o The programme head of the PGDip in Project Management is a staff member of the Stellenbosch Business School, who holds academic oversight over the short course and ensures academic quality. o The study level, material, content, learning hours, learning outcomes and assessment methods are equivalent between the USB-ED short course and the Stellenbosch Business School module. o Any changes to the approved version of the short course needs to be presented and approved again at the Business School APC.
<p>1. Managing Projects</p>	<p>1. Managing Projects, code: 12978 <i>(15 credits)</i></p>	<ul style="list-style-type: none"> o The Stellenbosch Business School Head: Teaching and Learning holds academic oversight over the Executive Development Programme and ensures academic quality.
<p>2. Executive Development Programme (EDP) offered by USB-ED. Students must successfully complete the assessments of the entire programme.</p>	<p>2.1 Responsible Leadership, code 14383 <i>(15 credits);</i> and 2.2 Understanding the World, code 11322 <i>(15 credits)</i></p>	<ul style="list-style-type: none"> o Any changes to the approved version of the Executive Development Programme needs to be presented and approved again at the Stellenbosch Business School APC.

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

RPL for admission

In order to be admitted to the Advanced Certificate (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 Advanced Certificate (Business Management 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. The requirements are as follows:

- a. Have at least an NQF 4 qualification.
- b. 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.
- c. Submit a comprehensive CV which must indicate detailed areas of responsibility as well as information of activities outside the work environment.
- d. The candidate must provide the Stellenbosch Business School with names and contact details of 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 Stellenbosch Business School.
- e. Conduct an in-depth interview with the Head of the programme and one other Stellenbosch Business School academic staff member.

CAT for Advanced Certificates

No credit exemption for formal/informal/non-formal learning is considered for the Advanced Certificate.

1.4 Procedures of the Stellenbosch Business School 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:

- a. The committee must include at least two academic staff members.
- b. 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 Stellenbosch Business School Teaching & Learning committee.

A departmental record of all decisions and recommendations of the RPL/CAT committees are kept at Stellenbosch Business School by the Deputy Registrar's office and is administered in the student information system as well as in the CRM. Other aspects, such as the Communication for the decision follows the EMS procedure, whereby the Deputy Registrar's office (at Stellenbosch Business School) will fulfil the communication duties and submit the necessary documents to the Faculty Board.

1.5. 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 (email), with full motivation, to the Stellenbosch Business School Admissions Office in the Centre of Student Administration.

The appeals committee is appointed by the Stellenbosch Business School Director and should consist of at least two academic staff members serving on the Stellenbosch Business School APC, with the provisions that the Director 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 outcome is communicated to the Admissions Office. The Admissions Office communicates the outcome to the applicant. The decision of the appeals committee is final.

1.6. Costs of services provided for RPL/CAT assessment

There are no costs involved for RPL/CAT applications at the Stellenbosch Business School. This is covered in the application fees.

Annexure B

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 School of Public Leadership (SPL)

1. Requirements and procedure 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 informal learning, to apply for programmes.

Programmes at the SPL have limited space and the number of applicants who meet the formal minimum admission requirements generally exceed the number of spaces available in a year. Admission via RPL is only possible if there are spaces available on the programme after the admission of students who meet the entry requirements have concluded. The Council on Higher Education (CHE) has stipulated that institutions may admit up to 10% of its intake per programme via the RPL route and admission via this route is limited by this stipulation. Given the limited spaces available this document present on the RPL requirements for the Diploma in Public Accountability, the Advanced Diploma in Public Accountability, the Advanced Diploma in Public Finance and the HonoursBPA programmes where RPL is more readily possible. 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 formally apply for admission via RPL and is required to submit the required documents and evidence of prior learning for assessment in terms of the RPL admission requirements and consideration for admission to the programme.

Please note: 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

Applicants who meet the following **criteria** may be considered for admission to the Diploma in Public Accountability via the RPL route:

- a. Candidates who completed a higher education qualification (higher certificate, advanced certificate, diploma or degree).
- b. The applicant submits a portfolio of evidence. As supporting evidence, a comprehensive CV with a current job description must be submitted, which provide details of all relevant working experience, as well as information on activities deemed relevant to the application outside the work environment. In addition to the application the applicant must also submit a motivation explaining why he/she wishes to enroll in the programme.

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

Applicants who meet the following **criteria** may be considered for admission to the Advanced Diploma in Public Accountability via the RPL route:

- a. The applicant has at least a NQF level 6 qualification;
- b. The applicant has at least 3 years of relevant public sector working experience after obtaining a school leaving certificate. As supporting evidence, a comprehensive CV must be submitted, which provide details of all relevant working experience, as well as information on activities deemed relevant outside the work environment.

The applicant has formally applied for RPL and submitted all the relevant documentation to the programme coordinator as part of their application to the programme.

1.3. RPL requirements and procedure for the Postgraduate Diploma in Public Finance Management at SPL

Applicants who meet the following **criteria** may be considered for admission to the Postgraduate Diploma Public Finance Management PgDip (Public Finance Management) via the RPL route:

- a. The applicant has at least an NQF 4 qualification, passing mathematics or mathematics literacy with at least 50% pass mark OR passing both accounting and economics/business economics with a 50% pass mark (School leaving certificate, NSC, Matric).
- b. The applicant has at least an NQF 6 qualification in a public administration, accounting, economics or related fields.
- c. The applicant has at least 8 years of working experience after obtaining a school leaving certificate, of which at least 5 years should be performing public finance

management functions. As supporting evidence, applicants should submit a comprehensive CV which indicates detailed areas of responsibility in relation to public financial management, as well as information of relevant activities outside the work environment. In addition applicants should submit a motivational letter indicating the reasons for applying for admission to the PgDip (Public Finance Management) programme and describing prior knowledge and skills on the basis of which RPL access to the programme should be given. These may include prior learning and knowledge gained from non-formal learning (e.g. short courses, in service training courses) as well as learning from the workplace context.

- d. The applicant successfully complete the admission examination as required for all prospective students in relation to public finance management theory, mathematical calculations for financial management, Ms-Excel and other learning assumed to be in place. An average performance of 50% in the admissions exam is required for admission.

Prospective students who wish to be admitted under the RPL policy will firstly have to submit all the documentation and take/pass the tests, before the application can be considered.

1.4. RPL requirements and procedure for HonoursBPA programme

RPL is only possible if there are spaces available on the programme after selection of students that meet the entry requirements. Applicants who meet the following **criteria** may be considered for admission to the HonoursBPA via the RPL route:

- a. The applicant has at least a four year NQF level 6 qualification;
- b. The applicant has achieved an average academic performance of at least 70% in their four year NQF level 6 qualification;
- c. The applicant has at least 5 years relevant work experience in the public sector.
- d. The applicant successfully completes the admission exam as required for all prospective students. 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 must 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.

Prospective students who wish to be admitted under the RPL policy will firstly have to submit all the documentation and take/pass the tests before the application can be considered.

1.5. RPL requirements and procedure for PGDip (Environmental Management)

Programme)

RPL is only possible if there are spaces available on the programme after selection of students that meet the entry requirements. Applicants who meet the following **criteria** may be considered for admission to the PGDip (Environmental Management) via the RPL route:

- a. The applicant do not possess a relevant NQF level 7 qualification (degree or advanced diploma) but has at least a four year NQF level 6 qualification;
- b. The applicant has achieved an average academic performance of at least 60% in their four year NQF level 6 qualification;
- c. The applicant has at least 5-10 years relevant work experience in the environmental management sector.
- d. The applicant submits a portfolio of evidence. As supporting evidence, a comprehensive CV with a current job description must be submitted, which provide details of all relevant working experience, as well as information on activities deemed relevant to the application outside the work environment.

In addition to the application the applicant must also submit a motivation explaining why he/she wishes to enroll in the programme.

Prospective students who wish to be admitted under the RPL policy need to submit all the documentation as per the portfolio of evidence with their application for the programme. No admission tests are undertaken.

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

Credit Accumulation and Transfer (CAT) provides for the transfer of credits for formal training completed. 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 and result in exemption from certain modules in the SPL programmes.

SPL offers many of the modules in its formal programmes as short courses. In these 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 accepted for exemption within the concomitant programmes (see details for specific programmes below).

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 eight principles:

- a. Credits presented for RPL admission may not also be presented for the purposes of credit transfer or exemption.
- b. 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.
- c. Credits to be transferred must be at the same NQF level as, or higher than the formal module for which exemption is applied.
- d. 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.
- e. Prior learning presented for CAT should not be older than 5 years.
- f. Formal learning completed through other service providers have to be assessed in terms of rigour of the assessment standards and methods. Only where the assessment methods and criteria involve individually, invigilated assessments and a pass rate of 50% is achieved will be considered for exemption.
- g. For some modules, applicants who have completed the formal learning without individually, invigilated assessments, may still be exempted after successfully completing an invigilated examination set by SPL. For each module for which CAT is requested an assessment or examination fee is payable for formal learning not completed with SPL.
- h. As modules have multiple competency assessments, it may be possible to apply for the exemption of some assessments within a module. In these cases, students still need to register for the module in question and complete all course work and all other competency assessments.

2.1. CAT considerations specific to the Diploma in Public Accountability

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).

Several of the 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 recognised and exemption can be granted for the concomitant modules within the Diploma programme, up to 50% of the total programme credits.

A table indicating which unit standards articulating with Diploma in Public Accountability Modules are available on the SPL website and from the programme coordinator.

CAT for participants who have completed the MMC training with other institutions will only be considered if the assessment policy, assessment criteria, assessment methods, processes followed and controls applied provided adequate assurance that individual competence were assessed in a credible manner. Where an applicant has completed the MMC programme through another service provider, the content, assessment standards and methods, duration and quality of the completed course needs to be submitted for review as part of the prospective student's application to the programme.

For each module for which CAT is requested, an assessment or examination fee may be payable for formal learning not completed through the SPL.

2.2. CAT considerations specific to the Advanced Diploma in Public Accountability

CAT for the Advanced Diploma in Public Accountability may be applied where applicants have successfully completed fully accredited courses (either at SPL or other appropriate accredited training institutions) that correspond with the content and level of the modules in the Advanced Diploma programme.

CAT transfer within the Advanced Diploma in Public Accountability relates to the exemption of modules that the applicant obtained the Middle Management Development Programme (MMDP) with SPL. CAT will only apply for modules successfully completed (more than 50% average) as part of the MMDP programme.

Participants who have completed training with other institutions will only be considered if the assessment policy, assessment criteria, assessment methods, processes followed and controls applied provided adequate assurance that individual competence were assessed in a credible manner.

Where an applicant has completed formal training with another institution (not SPL), the content, assessment standards and methods, duration and quality of the completed course needs to be submitted for review as part of the prospective student's application to the programme.

For each module for which CAT is requested, an assessment or examination fee may be payable for formal learning not completed through the SPL.

2.3. CAT considerations specific to the Post Graduate Diploma in Public Finance

The procedure for CAT for the PgDip (PFM) will recognize successfully completed, fully accredited courses at SAQA level 8 (either at SPL or other appropriately accredited training institutions) that correspond with the content and learning outcomes of the modules in the PgDip (PFM), for up to 50% of the programme credits.

Participants who have completed training with other institutions will only be considered if the assessment policy, assessment criteria, assessment methods, processes followed and

controls applied provided adequate assurance that individual competence were assessed in a credible manner.

Where a student has completed modules with the same learning outcomes in public finance management as the PGDip (PFM) at NQF level 8 at other institutions of higher learning, but the student has not completed the degree and graduated with that NQF level 8 qualification, the student may be eligible for CAT based on the modules completed.

For each module for which CAT is requested, an assessment or examination fee may be payable for formal learning not completed through the SPL.

2.4. CAT requirements and procedures specific to Honours and Masters programmes

SPL offers many of its formal PG Dip, Honours and Masters modules also as equivalent 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.

CAT for the Honours and Masters modules may be applied where applicants have successfully completed fully accredited courses with the SPL for up to 50% of the programme credit.

Participants who have completed training by other institutions will only be considered if the assessment policy, assessment criteria, assessment methods, processes followed and controls applied provided adequate assurance that individual competence were assessed in a credible manner. The content, assessment standards and methods, duration and quality of the completed course needs to be submitted for review as part of the prospective student's application to the programme.

2.5. CAT application and approval procedure

Prospective students need to indicate their intention to apply for CAT in writing to the programme coordinator as part of their application for the programme. The modules for which CAT are requested and all necessary documentation that provide evidence of prior formal learning should be provided to the programme coordinator during the registration process, and prior to the commencement of the academic year.

Later application for CAT may not be considered as irrevocable costs are occurred once the academic year commences.

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 Registrar's Office who will communicate the appeal to the Vice dean (Teaching and Learning) who will follow the procedure set out in the RPL and CAT procedures of the Faculty of Economic and Management Sciences.

4. Costs of services provided for RPL and CAT assessment

The costs involved in RPL and CAT applications at SPL are currently not for the applicant's account. Where the applicant is required to complete an admission exam, the applicant may be required to cover the cost of the assessment.

Annexure C

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 Department of Industrial Psychology

1. Requirements and procedure for admission to programmes offered by the Department of Industrial Psychology via Recognition of Prior Learning (RPL)

1.1. Postgraduate Diploma in Strategic Human Resource Management

Admission via RPL is a route for applicants who believe that they have grounds, based on a combination of prior knowledge obtained through informal and non-formal learning, to apply for programmes despite not fulfilling the formal minimum admission requirements as stated in the faculty yearbook.

- a. Admission via RPL applies only to the Postgraduate Diploma in Strategic Human Resource Management.
- b. A maximum of 5% or 5 students (whichever threshold is reached first) of a cohort may be allowed via RPL.
- c. Candidates who wish to be admitted via the RPL process have to formally apply for admission via RPL and are required to submit the required documents and evidence of prior learning for assessment in terms of the RPL admission requirements and consideration for admission to the programme.

Please note: 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.

1.1.1. RPL requirements and procedure for the Postgraduate Diploma in Strategic Human Resource Management

RPL for admission to the PGDip in Strategic Human Resources applies to candidates who have not completed a NQF level 7 qualification but can present evidence of sufficient and relevant professional experience (detailed requirements below).

Applicants must provide certified copies of the higher education qualification completed at an accredited higher education institution, and the programme administrator has to verify authenticity.

To be considered for admission via RPL, applicants must meet the following requirements:

- a. Any post-school qualification at NQF level 6
- b. Three years' work experience in HR or people management responsibility in a line management position
- c. Successful completion of the course Introduction to Human Resource (HR) Leadership and HR management strategies (part of the professional Certificate in Strategic Human Resources Management)
- d. Proficiency in English
- e. Submit a comprehensive curriculum vitae
- f. Submit a letter (or letters) confirming your employment status and that you have access to a worksite for the practical component of the programme
- g. Access to a stable internet connection for online-learning

RPL application and approval procedure

In line with the EMS Faculty procedure, the departmental chairperson is responsible for forming a departmental RPL/CAT Committee to consider all applicants, considering the following guidelines:

- a. The committee must include at least two academic staff members.
- b. The relevant programme leader must be a member of the committee and must act as chair of the committee.

The RPL/CAT Committee submits all records of meetings and decisions to the departmental chairperson.

A departmental record of all decisions and recommendations of the RPL/CAT Committee is kept by the Programme Administrator and submitted to the Faculty Administrator for recording and processing (see faculty document for the process).

Requirements and procedures for credit accumulation and transfer (CAT) / exemption within the Postgraduate Diploma in Strategic Human Resources Management

Credit Accumulation and Transfer (CAT) provides for the transfer of credit for formal training completed. 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 and result in exemption from certain modules in the Postgraduate Diploma in Strategic Human Resource Management.

The following principles apply to cases where CAT is considered:

- a. Credits presented for RPL admission may not also be presented for the purposes of credit transfer or exemption.
- b. No more than 50% of the total credits of a programme may be recognised or exempted. At least 50% of credits must be completed authentically during the enrolment for the programme.
- c. Credits to be transferred must be at the same NQF level as, or higher than the formal module for which exemption is applied.
- d. 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.
- e. Prior learning presented for CAT should not be older than 5 years.

1.2. CAT application and approval procedure

Prospective students need to indicate their intention to apply for CAT in writing to the Faculty Administrator as part of their application for the programme. The modules for which CAT are requested and all necessary documentation that provide evidence of prior formal learning will be provided to the programme coordinator (via the Faculty Administrator) during the application process, and prior to the commencement of the academic year.

Later application for CAT may not be considered as irrevocable costs are incurred once the academic year commences.

1.3. Appeals procedure

In cases where RPL or CAT applicants wish to lodge an appeal, they must do so in writing within 14 days of receiving written feedback regarding their application. The appeal must be submitted in writing, with full motivation, to the Faculty Administrator in the Registrar's Office who will communicate the appeal to the Vice Dean (Teaching and Learning). The appeals process follows the procedure set out in 8.1, 8.2 and 8.3 of the faculty regulations.

1.4. Costs of services provided for RPL and CAT assessment

There are no additional costs involved for RPL/CAT applications.

Annexure D

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 Centre for Sustainability Transitions (CST)

1. Requirements and procedure for admission to programmes offered by CST via Recognition of Prior Learning (RPL).

The CST provides access to its Postgraduate Diploma in Sustainable Development through the Recognition of Prior Learning (RPL) process. 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 despite not fulfilling the formal minimum admission requirements as stated in the faculty yearbook.

With the CST's RPL approach, candidates with any completed tertiary three-year programme of formal studies and five year's working experience¹ may qualify for admission to the Postgraduate Diploma in Sustainable Development. The intention of the RPL procedure is to recruit and attract working professionals in the broad field of sustainable development who demonstrate an ambition to advance and deepen their personal and professional practice.

Postgraduate programmes at the CST have limited space and the number of applicants who meet the formal minimum admission requirements generally exceed the number of spaces available in a year. Admission via RPL is only possible if there are spaces available on the programme after the selection of students who meet the entry requirements has concluded. The Council on Higher Education (CHE) has stipulated that institutions may admit up to 10% of its intake per programme via the RPL route and admission via this route is limited by this stipulation. Given the limited spaces available this document clarifies the RPL requirements for the postgraduate programme(s) offered by the CST.

Candidates who wish to be admitted via the RPL process must formally apply for admission via RPL and are required to submit the required documents and evidence of

prior learning for assessment in terms of the RPL admission requirements and selection criteria for consideration for the RPL admission route.

1.1. RPL admission requirements for the Postgraduate Diploma in Sustainable Development

The CST requires that the following competencies be demonstrated by applicants seeking admission via RPL:

- a. Appropriate academic writing ability that demonstrates critical thinking and clarity of expression
- b. Extensive relevant and related work experience in the field of sustainable development or social development
- c. Experience in convening or collaborating with diverse stakeholders for complex problem solving
- d. An ability to deliver in a pressurised environment.

These competencies are to be demonstrated by adhering to the following criteria:

- a. The applicant does not possess a relevant NQF level 7 qualification (degree or advanced diploma) but has at least a three-year NQF level 6 qualification.
- b. The applicant has achieved an average academic performance of at least 65% in their three-year NQF level 6 qualification.
- c. The applicant has at least 5 years of relevant and related work and / or social development experience in the field of sustainable development.
- d. The applicant submits a portfolio of evidence that demonstrates the suitability of their prior knowledge via non-formal or formal learning, as well as the relevant and related work and / or social development experience in the field of sustainable development. The portfolio of evidence must contain the following:
 - A comprehensive CV with a current job description (that together, is no more than 2 pages), that provides details of all relevant working experience, as well as information on activities deemed relevant to the application outside the work environment.
 - A 1000-word motivation letter explaining why he/she/they wishes to enroll in the programme, and where they are able to articulate and demonstrate how they fulfil the requisite competencies, work and or / social development experience, and prior knowledge necessary for acceptance to the PGDip via the RPL procedures.
 - A sample of formal writing (no more than 500 words) that has already been published or distributed that demonstrates clarity of expression. This may be a portion of a report, media article, or something similar.
 - A reference letter (no more than 1 page) that attests to the applicant's professional and / or social development experience.

- The applicant participates in a 30 – 45-minute online interview with the CST's RPL/CAT Committee (and must complete a short time monitored test directly afterwards).

Once admitted to the programme via the RPL procedures, students are required to complete the following supplementary work:

- a. Regular engagements on all individual assignments with the Writing Lab and Language Centre to develop academic writing skills.
- b. Participation in regular workshops and training courses offered by the CST, Postgraduate Office and the Library to develop competence for academic engagement and subject enrichment.
- c. Consistent consultation with the Student Support Representative regarding academic progress.

1.2. RPL application and approval procedure for Postgraduate Diploma in Sustainable Development

In line with the EMS Faculty procedure, the departmental chairperson (CST Co-Director) is responsible for forming a departmental RPL/CAT Committee to consider all applicants, taking into account the following guidelines:

- a. The committee must include at least two academic staff members.
- b. 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 CST Co-Director responsible for the PGDip programme in Sustainable Development.

A departmental record of all decisions and recommendations of the RPL/CAT Committee is kept by the Programme Administrator and submitted to the Faculty Administrator for recording in the SU administrative system.

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

Credit Accumulation and Transfer (CAT) provides for the transfer of credit for formal training completed. The definition of formal learning (for CAT) excludes short courses and other learning outside of the HEQSF.

CST does not allow CAT for its postgraduate programme(s).

3. 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 Faculty Administrator in the Registrar's Office who will communicate the appeal to the Vice Dean (Teaching and Learning).

Annexure E

RPL admission procedure

