

Water Business College (WBC) - Recognition of Prior Learning (RPL or ARPL)

Policy

Water Business College (WBC) recognises and will meet the national requirements for Recognition of Prior Learning (RPL).

- Recognition of Prior Learning (RPL), applicable to all qualifications, will be based (amongst other factors) on an applicant's:
 - Informal learning or non-accredited formal studies are assessed as being equivalent to the prerequisite qualification.
 - Work experience (a minimum of 3 years' experience within the industry in conjunction with the academic record of the candidate)
 - Implementation of advanced standing in instances where the candidate does not meet the minimum entry requirements
 - Relevant modules that have been successfully completed at other accredited Higher Education Institutions where modules are equivalent in content and standard to the comparable modules offered in the qualification.
- Recognition of Prior Learning (RPL) for access to a Qualification: Where applicable, exemption cases are dealt with in accordance with the Policy for the Recognition of Prior Learning (RPL). The final responsibility rests with the Board of Water Business College (assisted by the relevant programme / specialisation leader) and the Approved Workplaces (where relevant) in the application of the policy.
- Recognition of Prior Learning (RPL) for access to the External Integrated Summative Assessment must be confirmed by both the Board of Water Business College as well as Approved Workplaces (where relevant) by applying relevant Internal Assessment Criteria to establish and confirm prior learning.
- Recognition of Prior Learning (RPL) applications will be assessed (where relevant) in consultation with the Assessment Quality Partner (AQP) and/or the Quality Council for Trades and Occupations (QCTO).
- The RPL process will be more rigorous in circumstances where there is a significant difference between the current academic standing of the applicant and the NQF level of the intended qualification.

In summary, the assessment / evaluation of an applicant's Portfolio of Evidence (i.e. relevant and credible work experience, prior educational modules / history, etc.) is a rigorous / intensive process that involves the academic institution(s) as well as the regulating authorities (where relevant) for the qualification. The RPL process may additionally include an interview with the applicant, a questionnaire to the applicants' employer (based on the applicant's Portfolio of Evidence) and a requirement for the applicant to complete an independent project / assignment based on the learning outcomes for the qualification.

Water Business College (WBC) - Recognition of Prior Learning (RPL or ARPL) Implementation Process.

The RPL (or ARPL) applicant submits / uploads supporting documentation during the application process for an occupational qualification – please follow the link: <https://waterbusinesscollege.co.za/application-procedures/>

The following components constitute the RPL (or ARPL) application:

1. The RPL (or ARPL) applicant must provide a **Letter of Recommendation** from (signed by) their immediate supervisor, manager, etc. supporting the application for enrolment to a specific occupational qualification. The Letter of Recommendation must contain the following:
 - The RPL (or ARPL) applicant's full name and ID number.
 - The specific occupational qualification of interest to the applicant.
 - A motivation supporting the application of the applicant.
 - Confirmation by the immediate supervisor, manager, etc. that the Portfolio of Evidence (POE) submitted by the applicant is true and correct.
2. **Portfolio of Evidence (POE):** The RPL (or ARPL) applicant must submit / upload short descriptions of a maximum of three (3) relevant projects that the applicant was involved with or completed. Each project description (3 in total) should not exceed one (1) page and should contain / include the following:
 - Applicant's full name.
 - Project title and project dates.
 - Applicant's role / position on the project (i.e. assistant, technician, supervisor, etc.).
 - Brief project description
 - Responsibilities or tasks assigned to the applicant on the project.
 - Two contactable references with contact details (email and telephone number)
3. A **short CV** (2 pages maximum) of the RPL (or ARPL) applicant.
4. **Relevant certificates** that the applicant obtained (a maximum of 3 relevant certificates, if available).