RPL Application Form

Section 7: Final Checklist

Use this list to ensure that you have included all documents required for the processing of your RPL application.

Please ensure that you enclose all of the following:	Tick Yes	RPL office use
A completed RPL Application Form (available from the website and RPL office).	✓	
Letter of introduction explaining your background and your future goals.	✓	
Certified copies of your highest school-leaving certificate.	✓	
Certified copies of all relevant certificates/diplomas and copies of syllabi of relevant courses.	✓	
Extended curriculum vitae (CV). This information should describe your knowledge, skills and competencies.		
Detailed current job description on a company letterhead, signed off by a line manager with his/her contact details.	✓	
A credit motivation for each subject/module in which you clearly address the learning outcomes by referring to your relevant work-related prior learning. Learning outcomes are available from the relevant academic departments or in the My Modules brochure.	✓	
Should you apply for RPL for access to a higher qualification, you should submit only one credit motivation. However, this document should comprehensively motivate why you consider yourself to have a level of proficiency to enable you to cope with an advanced level of study	✓	
A certified copy of your ID or passport. (You must be 23 years and older to qualify for the RPL process.)	✓	
A signed Declaration of Understanding.	✓	
Proof of payment of the application fee. (You need a student number and admission acceptance before you make the deposit.)		

- Please note that if any of the above documents are not attached/enclosed as requested, we will not be able to process your application.
- Submit your application to the RPL office directly to the relevant RPL academic coordinator.
- We recommend that you keep a copy of this application and of all your supporting documentation.

Scanned with CamScanner