



APPLICATION FORM

Thank you for taking the time to ensure that CPT BUSINESS COLLEGE is able to career path you correctly into Management and Business Administration!

Please ensure all the information requested is completed and submitted to CPT BUSINESS COLLEGE for screening. You may submit the documentation electronically or in hard copy.

REQUEST FOR RPL (if applicable)

**Request for Recognition of Prior Learning and Top-up Programme
(To be completed by the candidate)**

Date:__

Address:

This application serves to confirm that I (full name) _____
_____ (ID number) request to
participate in the process of Recognition for prior learning with generic Top-Up training for the following full
unit's standard/ qualification:

Title: -----,

SAQA Qualification ID: -----

NQF level: -.

Minimum Credits: -----

- Please include a detailed motivation why you feel that you are ready to participate in this process.
- Your letter should outline your competency, skill and knowledge in the field you wish to be RPL'd in.
- Additionally, you should include a list of achievements and any other relevant information the assessor may find useful during the RPL process.
- Your motivation should be at least 2 typed pages.



Management and Business Administration RPL Candidate Screening and Application

ASSESSMENT CONTRACT

Between

Candidate Name and Surname	Candidate's ID
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And

CPT Business College

1. Introduction

This purpose of this document is to formalize your application and agreement between yourself and CPT Business College. In terms of assessment guidelines, it is required that the candidate must agree to:

- The method of assessment
- The timing of the assessments
- The qualification, outcomes that will be assessed
- The role of the candidate, assessor and moderator in the process

2. The Application Process

This process consists of the completion of an application form with the relevant evidence attached. Once your application has been assessed you will be sent the relevant feedback.



Management and Business Administration RPL Candidate Screening and Application

CANDIDATE CODE OF CONDUCT

- ENSURE AUTHENTICITY BY signing each page you submit with the same signature/initials as are used by you in this contract or submitting ELECTRONICALLY COMPLETED POE or EVIDENCE FROM OWN EMAIL ADDRESS
- All evidence submitted **must** be typed or written in blue or black pen. Any evidence submitted in pencil will **NOT** be marked, and photocopied evidence is not acceptable unless it is referenced material (refer to notes below). This will count as the first assessment (see notes below regarding remarks)
- You may **NOT** use tippex or any other correction fluid. Either cross your mistakes out or redo them
- If you use extracts from external sources, you **MUST** ensure the extracts are correctly referenced as plagiarism is an expulsion offence.
- Extracts from external sources can only make up 20% of any answer. You must explain the use of the extract to show YOU understand what is being discussed
- Disciplinary action will be taken against Candidates who copy / plagiarize directly / indirectly from external sources such as training notes, textbooks etc. without adequate references
- You may discuss questions but you may not submit identical work. It is not valid and it is not authentic. In this instance you will not have the opportunity to resubmit evidence.
- You will be given written feedback – please sign it off to show that you have received and understood the feedback and send the signed copy back to us. This is so we can show the moderator that you have received your feedback. You still have the right to appeal if you do not
- You must appeal within seven working days of receiving your feedback. You must follow the CPT BUSINESS COLLEGE appeal process as outlined in the POE Guide
- Your POE must reach CPT Business College no later than the stipulated submission date. A late **submission fee** will be levied against POEs submitted after the deadline date, in this instance the POE will not be assessed until payment has been made.
- In the event of being found 'Not Yet Competent' you will be given another opportunity to remediate/top up your evidence after the assessment feedback. If your assessor feels there are further gaps they will send you preliminary feedback report and request additional information. **You have 30 days to send through additional/remedial evidence.**
- It is the candidate's responsibility to make a copy of their POE prior to submission
- All POE's may be collected after external moderation has taken place and it can be collected from our office or couriered to you at your expense.
- CPT Business College will not be held responsible for delays in issuing of National Certificates from the relevant ETQA.

Please affix your signature below to indicate that you understand the purpose and provision of this contract and that you understand the RPL/Assessment process. You also confirm that this process will be employed with candidates that have registered for RPL plus compulsory Top-Up training only.

Signed on this _____ day of _____ 20____ at _____

Signed(Candidate): _____

Signed (CPT Business College Representative): _____

CANDIDATE NLRD FORM

This form has been designed, according to SAQA specifications, to transmit basic information about Candidates, independent of enrolment.

PERSONAL DETAILS																			
Date																			
Last Name																			
First Name																			
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss															
	<input type="checkbox"/> Professor	<input type="checkbox"/> Dr	<input type="checkbox"/> Other _____																
Date of Birth																			
Previous Last Name Maiden name if now married																			
ID Type Attached hereto	<input type="checkbox"/> 1 National Id	<input type="checkbox"/> 527 Passport No	<input type="checkbox"/> 529 Driver's Licence		<input type="checkbox"/> 531 - Temporary ID			<input type="checkbox"/> 539 - Employee #											
	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		
ID Number Your South African 13 digit ID No	For verification purposes, please submit a certified copy of your ID book																		
Alternative ID Number If you do not have a South African ID No																			
Equity Code	<input type="checkbox"/> BA African	<input type="checkbox"/> BI Indian	<input type="checkbox"/> BC Coloured	<input type="checkbox"/> B Chinese	<input type="checkbox"/> WH White	<input type="checkbox"/> U Unknown													
	<input type="checkbox"/> M – Male				<input type="checkbox"/> F – Female														
Gender Please select appropriate Box	<input type="checkbox"/> M – Male				<input type="checkbox"/> F – Female														
	<input type="checkbox"/> SA South African		<input type="checkbox"/> PR Permanent Resident		<input type="checkbox"/> D Dual SA +			<input type="checkbox"/> O Other											
Citizen Resident Status	<input type="checkbox"/> SA South African		<input type="checkbox"/> PR Permanent Resident		<input type="checkbox"/> D Dual SA +			<input type="checkbox"/> O Other											
	<input type="checkbox"/> 01 - Employed				<input type="checkbox"/> 02 - Unemployed														
Socio-economic Status	<input type="checkbox"/> SA South African		<input type="checkbox"/> MAL Malawi		<input type="checkbox"/> SWA Swaziland			<input type="checkbox"/> ZAM Zambia											
	<input type="checkbox"/> SDC SADC		<input type="checkbox"/> MAU Mauritius		<input type="checkbox"/> TAN Tanzania			<input type="checkbox"/> ZAI Zaire											
	<input type="checkbox"/> ANG Angola		<input type="checkbox"/> MOZ Mozambique		<input type="checkbox"/> SEY Seychelles			<input type="checkbox"/> ZIM Zimbabwe											
	<input type="checkbox"/> BOT Botswana		<input type="checkbox"/> NAM Namibia		<input type="checkbox"/> LES Lesotho														

Nationality Please select appropriate Box	<input type="checkbox"/> SA South African	<input type="checkbox"/> MAL Malawi	<input type="checkbox"/> SWA Swaziland	<input type="checkbox"/> ZAM Zambia
	<input type="checkbox"/> SDC SADC	<input type="checkbox"/> MAU Mauritius	<input type="checkbox"/> TAN Tanzania	<input type="checkbox"/> ZAI Zaire
	<input type="checkbox"/> ANG Angola	<input type="checkbox"/> MOZ Mozambique	<input type="checkbox"/> SEY Seychelles	<input type="checkbox"/> ZIM Zimbabwe
	<input type="checkbox"/> BOT Botswana	<input type="checkbox"/> NAM Namibia	<input type="checkbox"/> LES Lesotho	

Management and Business Administration RPL Candidate Screening and Application

Home Language Please select appropriate Box	<input type="checkbox"/> ENG English	<input type="checkbox"/> SES seSotho	<input type="checkbox"/> SWA siSwati	<input type="checkbox"/> ZUL isiZulu
	<input type="checkbox"/> AFR Afrikaans	<input type="checkbox"/> SET seTswana	<input type="checkbox"/> TSH tshiVenda	<input type="checkbox"/> XHO isiXhosa
	<input type="checkbox"/> SEP sePedi (N. Sotho)	<input type="checkbox"/> NDE siNdebele	<input type="checkbox"/> XIT xiTsonga	<input type="checkbox"/> U Unknown
	<input type="checkbox"/> Other _____			
Disability Status	<input type="checkbox"/> 00	N - None		
	<input type="checkbox"/> 01	Sight (blind / partially blind even with glasses)		
	<input type="checkbox"/> 02	Hearing (Deaf / partially deaf even with hearing aid)		
	<input type="checkbox"/> 03	Communication - Talking, listening		
	<input type="checkbox"/> 04	Physical (moving / standing / grasping)		
	<input type="checkbox"/> 05	Intellectual (Learning difficulties; retardation)		
	<input type="checkbox"/> 06	Emotional (Behavioural / psychological)		
	<input type="checkbox"/> 07	Multiple disabilities		
	<input type="checkbox"/> 09	Disabled but unspecified		
	<input type="checkbox"/> U	Unknown disability status		
Home Address				
Postal Address if different from above				Post Code
				Post Code
Telephone Number	Home		Work	
Email Address				
Province	<input type="checkbox"/> 1 Western Cape	<input type="checkbox"/> 2 Eastern Cape	<input type="checkbox"/> 3 Northern Cape	<input type="checkbox"/> 4 Free State
	<input type="checkbox"/> 5 KwaZulu Natal	<input type="checkbox"/> 6 North West	<input type="checkbox"/> 7 Gauteng	<input type="checkbox"/> 8 Mpumalanga
Highest School Qualification	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 9		<input type="checkbox"/> Grade 10
	<input type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 12		<input type="checkbox"/> Unknown
Highest Qualification Achieved	<input type="checkbox"/> 2 – National Cert.		<input type="checkbox"/> 3 – National Diploma	<input type="checkbox"/> 4 - Degree



Management and Business Administration RPL Candidate Screening and Application

	<input type="checkbox"/> 503 – Doctorate	<input type="checkbox"/> 505 – Masters	<input type="checkbox"/> Other _____
Qualifications Currently Studying For:			
EMPLOYMENT DETAILS			
Organisation Registered Name			
Organisation SDL #			
Department / Division			
Occupation	<input type="checkbox"/> 0	Armed Forces	
	<input type="checkbox"/> 1	Legislators, Senior Officials And Managers	
	<input type="checkbox"/> 2	Professionals	
	<input type="checkbox"/> 3	Technicians And Associate Professionals	
	<input type="checkbox"/> 4	Clerks	
	<input type="checkbox"/> 5	Service Workers And Shop And Market Sales Workers	
	<input type="checkbox"/> 6	Skilled Agricultural And Fishery Workers	
	<input type="checkbox"/> 7	Craft And Related Trades Workers	
	<input type="checkbox"/> 8	Plant And Machine Operators And Assemblers	
	<input type="checkbox"/> 9	Elementary Occupations	
<input type="checkbox"/> 10	Occupation Unspecified NEC		
Organisation Physical Address			
			Post Code
Postal Address if different from above			
			Post Code

Please sign this form to validate that all information is correct



CANDIDATE CURRICULUM VITAE

The level 4 and 5 Management and Business Administration qualification require certain prerequisites in terms of experience and workplace exposure to ensure that a learner on these programmes is adequately equipped to deal with the activities, tasks, assignments and projects that need to be completed. One of the key requirements is the ability to apply the Management and Business Administration skills in the workplace and this includes having sufficient staff reporting to you.

- Insert a copy of a detailed CV here.
- Ensure that the CV outlines performance related to the qualification that you are applying for and clearly shows how many people report to you.



Management and Business Administration RPL Candidate Screening and Application

CANDIDATE CERTIFIED COPIES of QUALIFICATION S

- Insert certified copies of your qualifications here.
- If applicable, please ensure that the certificates you include bear relevance to the qualification against which RPL is sought.

PLEASE NOTE: YOU MUST PROVIDE CERTIFIED COPIES OF QUALIFICATIONS THAT YOU WISH US TO CONSIDER IN DETERMINING YOUR COMPETENCE AND EXPERIENCE IN THE FIELD YOU WISH TO BE RPL'd AGAINST



Management and Business Administration RPL Candidate Screening and Application

RELEVANT JOB DESCRIPTIONS & PERFORMANCE CONTRACT/S

- Insert here.
- Please only include performance contracts / descriptions that are relevant to the qualification

PLEASE NOTE: IT IS IMPORTANT TO INCLUDE YOUR CURRENT JOB FUNCTIONS / DUTIES AS THE ASSESSOR WOULD NEED TO ESTABLISH WHETHER YOU ARE CURRENTLY PERFORMING THE FUNCTIONS LINKED TO THE RELEVANT INDUSTRY/QUALIFICATION

ORGANISATIONAL ORGANOGRAM

- Please include an organogram indicating your current position within your organisation.
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