

2021

## APPLICATION FORM RECOGNITION OF PRIOR LEARNING (RPL)

Please ensure that you have read through the INFORMATION DOCUMENT to familiarise yourself with the process and what will be expected from you during the RPL process. If you are unable to adhere to the dates set in the document, it is suggested that you do not apply as no date changes will be made.

**TABLE 1:**

**If a candidate meets any of the following requirements, they can qualify for the RPL process:**

**(SEE INFORMATION DOCUMENT FOR INFORMATION ON APPLICABLE STEPS)**

QUALIFICATION	NQF - LEVEL	EXPERIENCE IN ALL AREAS OF FIDUCIARY SERVICES	NUMBER OF YEARS EXPERIENCE IN ALL AREAS	EXPERIENCE IN 1 OR MORE AREAS OF FIDUCIARY SERVICES	NUMBER OF YEARS EXPERIENCE IN AN AREA	GROUP	STEPS APPLICABLE
Relevant	6	Yes	2+	NA	NA	A	1,2,3,4,7,8
Relevant	5	Yes	5+	NA	NA	A	1,2,3,4,7,8
Relevant	5	Yes	3+	NA	NA	B	1,2,3,4,6,7,8
Any	6	Yes	2+	NA	NA	B	1,2,3,4,6,7,8
Any	5	Yes	4+	NA	NA	B	1,2,3,4,6,7,8
Relevant	6	No	NA	Yes	2+	B	1,2,3,4,6,7,8
Relevant	5	No	NA	Yes	3+	B	1,2,3,4,6,7,8
Any	6	No	NA	Yes	3+	C	1,2,3,4,5,6,7,8
Any	5	No	NA	Yes	5+	C	1,2,3,4,5,6,7,8
Senior Certificate (Matric)	NA	Yes	7+	NA	NA	C	1,2,3,4,5,6,7,8

### NO APPLICATION FORM WILL BE ACCEPTED IF THE FOLLOWING DOCUMENTS ARE NOT INCLUDED:

- **Certified** copy of ID document/passport
- **Certified** copy of highest school certificate
- **Certified** copies of certificates of tertiary qualifications obtained
- **Certified** tertiary academic record
- SAQA evaluation of foreign qualification. See: <https://dfgeas.saga.co.za/dfgeas/user/home>
- A detailed job description of current position
- Detailed job description of any previous relevant positions
- An extended CV
- Motivation letter: for further details please see below
- Proof of payment of the RPL application fee: see payment instructions below

## **APPLICATION FORM RECOGNITION OF PRIOR LEARNING (RPL)**

### **PAYMENT INSTRUCTIONS**

**The fee for application to the RPL is:**

SA Citizens: R300.00 / International applicants: R460.00

### **PLEASE NOTE:**

- No cash / postal orders will be accepted with the application form. Only electronic (EFT) payments will be accepted.
- The application fee is not refundable, despite any outcome.
- Keep your deposit slip as proof of payment.
- **Send a copy of proof of payment with your application.**

### **BANKING DETAILS:**

Account name: UNIVERSITY OF THE FREE STATE

Bank: ABSA

Account number: 1570850071

Branch: Business Bank Bloemfontein

Branch Code: 632 005

Swift Code: ABSAZAJJ

### **REFERENCE COMPULSORY:**

154 followed by ID number; e.g. 1549012310084081

### **SUBMISSION OF THE APPLICATION**

Email application form to: [RPL@ufs.ac.za](mailto:RPL@ufs.ac.za) and cc [RPLOffice@ufs.ac.za](mailto:RPLOffice@ufs.ac.za)

Only applications forms that are complete and contain all the information as indicated above will be accepted. Incomplete applications will not be considered.

Applications must reach the RPL Office by the following dates to be included in a specific cycle:

- 12 March 2021
- 21 May 2021
- 23 July 2021
- 15 October 2021: **Only applicable for candidates in Group A and B.**

**If RPL process is successful, the candidate will be able to register for the Diploma in 2021. REFER TO TABLE 1.**

No late applications will be accepted.

### **PURPOSE OF RPL APPLICATION**

The purpose of the application is to have the prior learning assessed in order to determine if admission to the Advance Diploma in Estate and Trust Administration is possible. The purpose of this application is not to accumulate any credits, but is merely for admission purposes.

## APPLICATION FORM RECOGNITION OF PRIOR LEARNING (RPL)

## 1. PERSONAL INFORMATION:

Title:	
Surname:	
Full names:	
ID / Passport:	
Gender:	
Ethnicity:	

## 2. CONTACT DETAILS

Work tel. no:	
Cell number:	
Email address:	
Postal Address:	
Residential Address:	

## 3. LEARNER PROFILE

3.1 Education and Training (*Complete in detail*)

Attach certified copies of your certificates/diplomas/degrees and academic records/result statements. Please note that Regulatory Exams are not classified as a qualification.

<b>Highest School Qualification</b>			
<b>Highest School qualification</b>	<b>Name of School</b>	<b>Year obtained</b>	
<b>Tertiary or Further Qualifications Obtained</b> (Please enter particulars of certificates, diplomas etc. which you have received for attending formal courses/programmes.)			
<b>Qualification</b>	<b>Institution</b>	<b>Duration</b>	<b>Year obtained</b>

### APPLICATION FORM RECOGNITION OF PRIOR LEARNING (RPL)

If you have the information available supply NQF level and number of credits applicable to your qualification

**Tertiary or Further Qualifications not completed**  
*(Attach a current study record that indicates the modules passed and credits obtained.)*

Qualification	Institution	Duration

**Current Studies**

Qualification	Institution

### 3.2 Other Workshops / Training / Short courses

Provide the information on the learning you acquired via short courses, training and other workshops in the past 5 years.

Course Description	Institution	Date	Duration	Assessment*

\* Was any evaluation (assessment) of skills and / or knowledge done? Simply state "yes" or "no".

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### 3.3 Current Work Experience

Provide the information regarding your CURRENT work experience:

Please answer the following questions accurately:	Yes	No	No of Years
Are you currently employed in the Fiduciary Services Industry?			
Do you have experience in all areas of the Fiduciary Services? (Will Drafting, Estate Planning, Estate Administration and Trust Administration and Drafting)			
If you answered no to the above, indicate in which specific areas of Fiduciary Services you currently are employed in and the number of years: ( <i>Trust Administration and Drafting, Estate Administration, Drafting of Wills and Estate Planning</i> )			
What is your current job description?			
Who are your clients?			
Please describe in 150 words what your daily activities entail:			

### 3.4 Previous Work Experience

Provide the information regarding all your PREVIOUS work experience in the Fiduciary Services Industry:

If you have been employed in the Fiduciary Services Industry with experience in all areas of Fiduciary Services for the last 5 years you do not have to complete this section.

Please answer the following questions accurately:	No of Years
Indicate in which specific area of Fiduciary Services you currently were employed in and the number of years: ( <i>Trust Administration and Drafting, Estate Administration, Drafting of Wills and Estate Planning</i> )	
What was your job description?	
Who were your clients?	

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Please describe in 150 words what your daily activities entailed:
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Please answer the following questions accurately:	No of Years
Indicate in which specific area of Fiduciary Services you currently were employed in and the number of years: ( <i>Trust Administration and Drafting, Estate Administration, Drafting of Wills and Estate Planning</i> )	
What was your job description?	
Who were your clients?	
Please describe in 150 words what your daily activities entailed:	

Please answer the following questions accurately:	No of Years
Indicate in which specific area of Fiduciary Services you currently were employed in and the number of years: ( <i>Trust Administration and Drafting, Estate Administration, Drafting of Wills and Estate Planning</i> )	
What was your job description?	
Who were your clients?	
Please describe in 150 words what your daily activities entailed:	

## APPLICATION FORM RECOGNITION OF PRIOR LEARNING (RPL)

### 4. LETTER OF MOTIVATION

Formulate a letter of motivation according to the guidelines below. It is your formal request and motivation for seeking RPL. This serves as a summary of the purpose of your RPL application.

**Guidelines for the letter of motivation:**

- Introduce yourself.
- Why you are applying for RPL?
- Describe the barriers you have experienced in your education.
- What you value about your learning, work experience and your specific competencies?
- What opportunity does RPL offer to you in terms of your career planning?

The letter should be no longer than 2 typed pages. Arial 12, justified and single line spacing. The letter should be in an acceptable letter format.

### UNDERTAKING BY APPLICANT

I hereby declare:

- (a) That I have satisfied myself to the steps within and the cost of the RPL process and that I understand that the RPL process may or may not find me competent on account of my prior learning for admission into or credit for Higher Education programmes of study.
- (b) That I accept responsibility for the prompt payment of all accounts as issued by the RPL Office.
- (c) That I accept that I am liable for payment of all costs irrespective of whether I am found competent or not yet competent through the RPL process.
- (d) That I furthermore undertake to pay all legal costs of the RPL Office, including attorney-and client costs as well as collecting charges if I should fail to meet any obligations with regard to payments.
- (e) That the agreement arising from the signing of this application shall notwithstanding the place of signature deemed to be concluded at Bloemfontein.
- (f) That I give permission that all the documents I have included may be verified to determine its authenticity.
- (g) That I take cognition that the RPL process takes at least 6 months.
- (h) That I understand that no RPL fees are refundable.
- (i) I understand that when RPL is done for admission no credits will be granted as a result of the process.
- (j) I understand that I need to register within two years after admission via RPL has been granted.

I \_\_\_\_\_, ID number \_\_\_\_\_,  
agree to the above and accept that submission of this document is deemed to be a binding understanding of the above.