

Policy Reference	PP RPL, exemptions V2	Year	2010
Type of policy	Assessment policy		
Last update	February 2010		
This policy replaces	PP RPL and exemptions (2010)		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Assessment and Moderation Strategy		
Documentation linked to this policy	RPL Checklists		
Database	DB Students DB Results		
Responsibility for policy implementation	eta Special Projects: RPL assessment (Regional Manager) eta Campus: re-assessment and exemptions (Manager, Academic Head)		

FOREWORD

eta recognises that there are potential candidates who wish to achieve a National qualification in the sport and fitness sector. Such candidates may wish to augment their knowledge and skill gaps through RPL (recognition of prior learning). They may wish to enter an **eta Learning Programme to achieve a qualification** and be exempt from subjects, modules or courses already successfully completed. Other candidates may wish to achieve a **qualification** through the **eta** RPL process which excludes entering a formalised learning process.

In the case of *learning programme exemptions*, candidates would not necessarily have to complete an entire learning programme; they may in fact be exempt from sections of a learning programme. In the case of RPL candidates wishing to achieve a qualification (who have learned informally, in the workplace or through a combination of self study and workplace learning), they may be exempt from a formalised learning programme but may be eligible to enter an **eta** RPL assessment process.

Finally, there are candidates who wish to complete their qualification but did not complete all assessment criteria previously. They wish to achieve their qualification by completing outstanding tasks and committing themselves to a re-assessment process.

To address the need of these applicants, the following categories have been identified and are defined below:

- Category 1: Recognition of Prior Learning (RPL)
- Category 2: Re-assessment
- Category 3: Exemption

PURPOSE

This policy provides the rules and guidelines for the categories in the Foreword of this policy. The policy also addresses which **eta** Region takes responsibility for these candidates, the approach that should be taken in terms of identifying the candidates and assessing them as well as how to charge the appropriate fees.

POLICY

1. **Category 1:** RPL; work based and/or formal study knowledge and skills
 2. **Category 2:** re-assessment; **eta** student who did not complete their assessments and who studied within last 3-years. This candidate wishes to resubmit completed work for assessment.
 3. **Category 3:** exemption; **eta** graduates or graduates from other colleges, wishing to complete an **eta** qualification and requiring exemption from completed modules, courses or years of study.
 4. **Determining currency of a qualification**
 5. **Fees and charging fees**
-

1. **Category 1 - RPL Candidate** (work based knowledge and skills and/or informal or formal study)

A **category 1** candidate does not need to complete formal studies (or very little). They require their current evidence of their knowledge and skills to be evaluated so that they can achieve the full qualification (certificate or diploma). They have a sufficient amount of workplace experience; they have learned in the workplace or have achieved a mixture of formal learning plus workplace experience. A category 1 candidate may need to complete some modules that are relevant to the qualification. Completion of required modules can occur through **eta Special Projects** as part of their RPL application.

All RPL candidates must attend an RPL workshop or an RPL telephonic interview. RPL workshops are scheduled in most regions in the **eta** calendar and these dates should be scheduled in the **eta** calendar and can be provided on request. If a candidate is unable to attend an RPL workshop, an interview can be organised with the RPL department of **eta** Special Projects in Cape Town via telephone or Skype call.

*Only candidates who have workplace experience and/or who have completed formal or informal study in the field of sport and fitness are eligible for the **eta** RPL assessment process. RPL is not available for candidates who do not have relevant workplace experience.*

Assessment of Category 1 candidates

Category-1 RPL evidence is assessed against the criteria of their required qualification, using the **eta** RPL Assessment Tool.

Category 1 RPL Fee and eta region

RPL registration fee and RPL assessment fee is charged unless the cost of additional modules exceeds the RPL fee. Whichever fee is greater is charged to the candidate. This candidate applies to **eta** Special Projects **only**.

2. Category 2 - re-assessment candidate (eta student who did not complete all assessment and studied within the past 3 years)

A category 2 candidate is an **eta student** who did not complete their course. This candidate registered for and paid for their qualification at **eta** region but did not, for any reason, complete their studies. To qualify for re-assessment, the student must have commenced their course within the last 3-years. The following rules apply to a re-assessment candidate:

- 2.1 Students with less than 60% of all formative and summative assessment tasks completed are **not eligible** for re-assessment and should re-register for their course.
- 2.2 No candidate is considered eligible without proof of successfully completed studies in the form of an assessment report.
- 2.3 These candidates may register and pay for a re-assessment which will enable them to complete the outstanding formative and summative tasks.
- 2.4 Candidates submit an entire Portfolio of Evidence (PoE).
- 2.5 The candidate has a maximum of 3 months for submission of the completed PoE from the date of registration for re-assessment.
- 2.6 The PoE will be assessed and returned to the candidate; thereafter one additional submission will be permitted.
- 2.7 No further assessment will be allowed after a second submission of re-assessment.
- 2.8 Should the student not have achieved the **eta** qualification following their second submission of evidence for re-assessment, they will be required to re-register and pay for a new re-assessment process; alternatively, they may be referred for studies in a full learning programme or certain modules.

2.9 Re-assessment and eta Region

- 2.9.1 The re-assessment candidate registers for re-assessment at the **eta** region where they studied previously.
- 2.9.2 If the candidate is no longer in the same region or campus where they studied, they can still submit work to their original campus, through the post.

2.10 Assessment of category 2 candidates

- 2.10.1 A category 2 candidate will have incomplete formative and summative tasks assessed.
- 2.10.2 A complete PoE must be submitted containing all completed formative and summative tasks for the whole qualification.
- 2.10.3 The tasks in the PoE will be assessed using the learning programme assessment guide for the particular year in which the student studied their learning programme. For example, if the candidate should have completed coaching science certificate in 2009, the assessment guide for that year should be utilized. Or, if they were in 2nd year of fitness diploma in 2009, they assessment guide for 2nd year fitness 2009 should be utilized.

3. Category 3 - exemption candidate (eta graduate or graduate from another college, exempt from modules or course achieved; applying to enter a new qualification)

A category 3 candidate is a **graduate** from an **eta** learning programme *completed less than 3-years prior to their application* i.e. their studies are considered to be current. They wish to *enter* a new **eta** learning programme for a new qualification; their credits can be recognized. For example, they achieved a Fitness Certificate previously and now wish to complete a Coaching Science Diploma. The credits of the articulating modules are calculated and the candidate is exempt from modules that they already completed, if they are also in the qualification for which they are now registering.

- 3.1 The Category 3 candidate needs to complete outstanding modules required for the new qualification.
- 3.2 This also applies to a candidate who has successfully completed similar modules at another learning institution (within the last 3-years) and wishes to apply for exemption of modules to complete a qualification at **eta**. **Please note the following:**
- A candidate from another institution must provide proof of accreditation of that college
 - A candidate from another institution must provide a certified transcript of results or a certified copy of their certificate of achievement of their qualification already achieved
- 3.3 Without results or certificates, candidates cannot be considered for exemption.

3.4 Determining the fees for Category 3 exemption candidates

- 3.4.1 The **eta** region will calculate the cost of the total amount of modules and or the course to be completed and charge the exemption candidate for the modules required plus the registration fee.

3.5 Assessment of Category 3 (exemption) candidates

- 3.5.1 Category 3 candidates are exempt from the assessment of modules they have already achieved. However, all proof of completion must be provided by the candidate.

4 Determining currency of a qualification and eligibility to apply

Qualifications are considered current if achieved within 3-years of their re-assessment or exemption application.

- 4.1 If an applicant successfully completed their course **less than** 3-years prior to their application, their previously completed qualification or modules will be recognised as current.
- 4.2 **Proof** of qualifications is required in the form of certified copies of certificates or transcript of results. An entrance exam is **not** required.
- 4.3 If an applicant successfully completed their course **more than** 3-years prior to their application but they have current *work experience*; this will be recognized through the RPL process (category 1). Proof of workplace experience is required in the form of a signed affidavit from their supervisor, detailing the nature of work conducted.
- 4.4 If an applicant successfully completed their course **more than** 3-years prior to their application but they have NO current *work experience*; they may be eligible to apply for exemption to access an **eta** learning programme. For example, they may have successfully completed a fitness certificate more than 3-years previously and wish to enter a fitness diploma. *An entrance exam is required*; this is in the form of a multiple choice question paper which examines foundational knowledge of the qualification that the candidate completed.
- 4.5 Proof of previous qualifications is required in the form of certified copies of transcripts of results or certificates.
- 4.6 In the event that a candidate claims to have passed or achieved an **eta** course but does not have proof, the **eta** policy on certificates can be applied for lost or stolen certificates.

5 Fees and charging fees

- 5.1 **RPL** candidates pay the relevant RPL Assessment fee; these fees can be found in **ETA** marketing, **sub folder**: course fees, **file**: price list 2010
- 5.2 **Re-assessment** candidates pay the relevant re-assessment fee; these fees can be found in **ETA** marketing, **sub folder**: course fees; file: price list (for the current year)
- 5.3 **Exemption** candidates applying to enter an **eta** course pay the **eta** registration fee plus the relevant fees for the course or module that they are taking.
- Module fees** can be found in the **eta** Implementation Plan for the chosen course.
- Course fees** can be found in **ETA** marketing, **sub folder**: course fees, **file**: course fees 2010