

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

***Only BIBF members are eligible to apply for exemptions.**

Please use block letters. Form completed on this date: _____

Membership Number: _____
 Name of Diploma/Degree: _____
 Institution: _____

IDENTITY DETAILS

Title: _____ First Name: _____ Surname: _____

CONTACT DETAILS

Telephone: _____ Mobile: _____ Email: _____

PARTICULARS OF MODULES

For Office Use Only:

Module passed at another Institution	BIBF module to be recognized for credit	BIBF module code	Examiner's signature	Yes/No*

REQUIRED DOCUMENTS

- Certified Original Academic Record(s) / Result Statement showing modules passed.
- Syllabi of modules passed at another institution.
- Proof of payment for exemptions application fee. Not refundable, irrespective of the outcome of the application.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Documents checked and verified by: _____

Date: _____ Signature: _____

*Reason for non-approval of request for recognition of module credit application (Examiner to complete)

RECOGNITION OF PRIOR LEARNING REQUIREMENTS AND CONDITIONS

Candidates may submit evidence of prior learning and current competence and/or undergo appropriate forms of RPL assessment for the award of credits towards the qualification in accordance with applicable Institute's RPL policies and relevant national-level policy and legislative framework. Implementation of RPL shall also be consistent with requirements, if any, prescribed for the field or sub-field of study by relevant national, regional or international professional bodies.

If a candidate does not have the required formal educational qualification specified by the programme applied for, but possesses work experiences that can be deemed as equivalent levels of learning, they can enquire about applying for admission through the Recognition of Prior Learning (RPL) process. **This will ensure that a broad range of their knowledge and skills will be taken into account when considering their application.**

Applying using the RPL method needs to be done in good time before the year in which a candidate wishes to register - at least **4 to 6 months in advance**.

RPL can be done against three options, namely:

- I. Academic Qualification
- II. Professional Body Qualifications
- III. Approved Training or Experiential Learning

N.B: To be exempted, transcripts/result slips must demonstrate that the candidate has read and passed equivalent modules. However, maximum credits exempted will not exceed 50%.

I. Recognition of Prior Learning through Academic Qualifications

- The academic qualification, for example, certificate, must have been completed within the last 10 years;
- The assessment or qualification must normally have at least an 80% match with the learning outcomes of the applicable unit/module;
- The assessment approach of the examination or qualification must be of a similar standard, scope and rigour to the applicable unit/module;
- The qualification must be equivalent to the appropriate level in the NCQF
- Where an entire qualification has not been achieved, units of learning will be considered provided appropriate evidence, as described above, is provided; an example here may be a university transcript for a module of learning where the student did not complete the qualification.

II. Recognition of Prior Learning through Professional Body Qualifications

- The module/unit must normally have at least an 80% match with the learning outcomes of the applicable unit/module;
- The assessment method of the examinations or qualification must be of a similar standard, scope and rigour to the applicable unit/module;
- The qualification must be equivalent to the appropriate level in the NCQF
- Applications may be accepted for part completed qualifications only where they are based on common sets of formally recognised standards.

III. Recognition of prior learning through completed accredited/approved training programmes or through experiential learning.

The following information will be reviewed as part of the RPL decision making process:

- Whether the training programme aligns with the learning outcomes of the applicable unit/module;
- Information on how the programme is assessed must be provided (e.g. end of course assessment, coursework etc);
- Samples of learning materials and information on how learning is delivered;
- Information on the management procedures and policies that support the programme.