

<b>Policy Reference</b>	<b>PP RPL exemptions</b>	Year	2011
<b>Version</b>	Version 6	Replaces	
<b>Type of policy</b>	Assessment policy		
<b>Last update</b>	December 2010		
<b>This policy replaces</b>	PP RPL and exemptions (2010)		
<b>Name change from</b>	Not applicable		
<b>Name change to</b>	Not applicable		
<b>Linked Strategy/Plan</b>	Assessment and Moderation Strategy		
<b>Documentation linked to this policy</b>	RPL Checklists		
<b>Database</b>	DB Students DB Results		
<b>Responsibility for policy implementation</b>	<b>eta</b> Special Projects: RPL assessment (Regional Manager) <b>eta</b> Campus: re-assessment and exemptions (Manager, Academic Head)		

## FOREWORD

**eta** recognises that there are potential candidates who want to achieve a National qualification in the sport and fitness sector. To address the needs of these candidates, **eta** has provided three options through which the candidates can achieve the qualification. These options are categorised as follows:

**Category 1 RPL: Recognition of informal learning, mainly in the workplace**

**Category 2 RPL: Recognition of formal but incomplete learning requiring assessment**

**Category 3 RPL: Exemption of certain subjects or modules and recognition of prior learning to access further learning**

## PURPOSE

This policy provides the rules and guidelines for the categories identified in the Foreword of this policy. The policy also addresses which **eta** Region takes responsibility for these candidates, how to identify the candidate in terms of which category the candidate falls under 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** students 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

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

**Category 1** candidates do not need to complete formal studies (or have very little). They require evidence of their knowledge, skills and abilities to be evaluated so that they can achieve the full qualification (certificate or diploma). The candidates have learned in the workplace or have achieved a mixture of formal learning plus they have sufficient amount of workplace experience. Category 1 candidates may need to complete some modules that are relevant to the qualification. Completion of the 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 dates are scheduled in most regions 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** Category 1 RPL process. This category is not available for candidates who do not have relevant workplace experience.*

1.1 **Assessment of Category 1 candidates:** evidence is assessed against the criteria of the required qualification, using the **eta** RPL Assessment Tool.

1.2 **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 – incomplete students requiring re-assessment**

Category 2 candidates are **eta students** who did not complete their course. These candidates registered for and paid for their qualification at an **eta** region but did not, for any reason, complete their studies. To qualify for re-assessment, these students must have commenced their course within the last 3-years. The following rules apply to a Re-assessment candidate:

2.1 Candidates 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 Candidates are not considered eligible without proof of successfully completed modules in the form of an assessment report.

- 2.3 Candidates 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 Candidates have 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 candidates 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 at an eta Region

- 2.9.1 Candidates register for re-assessment at the **eta** region where they studied previously.
- 2.9.2 If candidates are no longer in the same region or campus where they studied, they can still submit work their original campus, through the post.

### 2.10 Assessment of category 2 candidates

- 2.10.1 Candidates 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 candidates 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 2<sup>nd</sup> year of fitness diploma in 2009, the assessment guide for 2<sup>nd</sup> 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)

Category 3 candidates are **graduates** from an **eta** learning programme or other learning institution and in both cases *completed their qualification less than 3-years prior to their application i.e.* their studies are considered to be current. They wish to *enter* an **eta** learning programme for a new qualification; their credits can be recognized. See examples below:

**Example one:** **eta** graduates who achieved a Fitness Certificate previously and now wish to complete a Coaching Science Diploma. *See Implementation Plan for the course they want to complete.*

**Example two:** candidates from other learning institution; completed a Sport Project Co-ordinator course and now wishes to complete a Sport Management Certificate. *See Implementation Plan for the course they want to complete.*

3.1 The Category 3 candidate needs to complete outstanding modules required for the new qualification.

3.2 **Please note the following as it applies to candidates from other institution:**

- Candidates must provide proof of accreditation and registration with the Department of education of the college where they studied
- Candidates must provide a certified transcript of results or a certified copy of their certificate of achievement of their qualification.

3.3 Without results or certificates, candidates cannot be considered for exemption.

**3.4 Determining the fees for Category 3 exemption candidates:** eta region calculates the cost of the total amount of modules and or the course to be completed and charges the candidate for the modules required plus the registration fee.

**3.5 Assessment of Category 3 (exemption) candidates:** these candidates are exempt from the assessment of modules they have already achieved. However, 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.

2.1 If applicants successfully completed their course **less than** 3-years prior to their application, their previously completed qualification or modules will be recognised as current.

2.2 **Proof** of qualifications is required in the form of certified copies of certificates or transcript of results. An entrance exam is **not** required.

2.3 If applicants successfully completed their course **more than** 3-years prior to their application but they have current *work experience*, this will be recognised 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.

2.4 If applicants 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 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.

2.5 Proof of previous qualifications is required in the form of certified copies of transcripts of results or certificates.

2.6 In the event that applicants claim to have passed or achieved an **eta** course but do not have proof, the **eta** policy on certificates can be applied for lost or stolen certificates.

## 5. Fees and charging fees

- 5.1 **Category 1 candidates** pay the relevant RPL Assessment fee; these fees can be found in folder **ETA** marketing, **sub folder**: course fees, **file**: price list 2010
- 5.2 **Category 2** candidates pay the relevant re-assessment fee; these fees can be found in folder **ETA** marketing, **sub folder**: course fees; file: price list (for the current year)
- 5.3 **Category 3** candidates 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

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The following procedures are addressed:

1. Procedure for managing RPL candidates (Category 1)
2. Procedure for managing re-assessment candidates (Category 2)
3. Procedure for managing exemption candidates (Category 3)
4. Procedure for pricing exemptions

### 1. Procedure for category 1 candidates

- 1.1 The full details of RPL procedure for candidates can be found in the RPL Instructions for candidates in **ETA** courses, sub folder RPL.
- 1.2 The full details of RPL procedure for assessors can be found in the RPL Assessment guide, in **ETA** courses, sub folder RPL.
- 1.3 **RPL** workshops are run in a region by **eta** Special Projects provided a minimum of 10 candidates are confirmed or if the workshop is for a sport federation, fitness organisation or similar client.
- 1.4 Candidates are sent the latest RPL Information and guidelines with the evidence checklist before they decide to register for the process. If candidates indicate that they do not have evidence as per the checklist then they are **unlikely to be an RPL candidate**.
- 1.5 RPL assessment and the principles of RPL are explained to the candidate
- 1.6 Candidates have 3 months (12-weeks) in which to complete their portfolio of evidence and submit for assessment.
- 1.7 Assessment will be completed within 10 working days (2 weeks) with any outstanding evidence clearly indicated by the assessor. Following this, a single re-submission will be allowed within 15 working days (3 weeks), if required.
- 1.8 RPL candidates are treated as such and their results are loaded to the Database Results RPL.

### Assessment guides for RPL assessors

- RPL Assessment guides will be provided for assessors.
- The RPL assessment guides detail the evidence required and the assessment criteria.

### Assessment instructions for RPL candidates

- RPL Instructions are provided for candidates.
- The RPL Instructions detail the evidence required and the assessment criteria.
- Applicants must be *sure* they are ready for assessment. If not, an entire course or certain modules on a course may be a better option and the relevant modular price is charged.

## 2. Procedure for Category 2 candidates

- 2.1 Re-assessment applicants pay a Registration fee as well as a Portfolio of Evidence assessment fee.
- 2.2 Re-assessment candidates submit their non refundable registration fee and pay the re-assessment fee before any assessment can take place (see current price list).
- 2.3 Re-assessment candidates can buy the current **eta** manual and Study guide.
- 2.4 The assessed evidence in the POE will be returned to the candidates within 10 working days (2 weeks) of submission with assessment feedback.
- 2.5 If there is additional evidence required, this must be added to the POE and re-submitted within 15 working days (3 weeks).
- 2.6 Evidence must be submitted within this time frame, unless a valid written reason is submitted and an extension can be given.
- 2.7 Candidates not submitting within this time frame will have to pay further fees for late submissions for re-assessment.

### Assessment guides for re-assessment assessors

The relevant Assessment Guide for the year of study (the same year as assessment tasks in the PoE being submitted) will be provided for assessors. The Assessment Guides details the evidence required and the assessment criteria.

### Assessment instructions for re-assessment candidates

Assessment instructions are provided for candidates. Assessment instructions detail the evidence required and the assessment criteria. Candidates must be *sure* they are providing a full PoE for assessment.

## 3. Procedure for category 3 candidates

- 3.1 Candidates are sent an RPL **checklist**, category 3 (this is a copy of the modules from the Implementation Plan) against which they check their previous learning programme content and their results or their previous certificates achieved.

- 3.2 Candidates submit their completed category 3 checklist to **eta** with supporting proof of modules, courses or qualifications previously achieved together with their non-refundable registration fee and registration form.
- 3.3 **Note that** exemption candidates, who achieved a certificate at level 5 from another institution and are applying for a diploma at **eta**, may need to complete some 1<sup>st</sup> year modules as well as the entire 2<sup>nd</sup> year of a course. In this event, the modules for 1<sup>st</sup> year are charged for plus the course cost for the 2<sup>nd</sup> year.
- 3.4 **eta** works out the course fee due by comparing the checklist and evidence of qualifications achieved against the relevant **eta** Implementation Plan of the course being applied for. Modules that been completed previously are exempted and the student is charged per module for the remainder of the course. If candidates need to complete some modules in first year and an entire second year, they will be charged for the modules to be done in 1<sup>st</sup> year and the cost of the course for second year.
- 3.5 Exemption candidates can buy the current **eta** manual and Study guide to assist them in completing their qualification.

#### 4. Procedure for pricing exemptions

To work out the fee that should be charged to a student who wishes to achieve a qualification and who is exempt from certain modules, use the following guidelines:

- 4.1 Go to **eta** courses, Implementation Plans.
- 4.2 Select the Implementation Plan for the certificate qualification that the candidate wishes to achieve. Refer to the horizontal articulation column. Go to the totals row at the end of the horizontal articulation column where it indicates the fees to be paid.
- 4.3 When working out the price for a diploma exemption, remember to add 1st year modules as well. For example a CSD graduate who also wants to achieve FD (SCT) must do 25 credits of 2nd year fitness PLUS 34 credits from 1st year fitness. Go to the totals row at the end of the first year horizontal articulation column where it indicates the fees to be paid. Then do the same for the 2<sup>nd</sup> year Implementation Plan

#### Assessment guides for Exemption assessors

The evidence checklist submitted by the candidate will be used by the assessor to decide on whether exemption will be granted.

#### Assessment instructions for Exemption candidates

The evidence checklist provided by **eta** will be used by the candidate as a guide on matching the learning achieved with that offered at **eta**.