

RPL: FURTHER EDUCATION AND TRAINING CERTIFICATE: BUSINESS ADMINISTRATION 2016

This Recognition of Prior Learning (RPL) process is aimed at those who have worked in administration for many years, but have no formal qualifications in their area of expertise.

RPL is a process whereby your prior learning can be formally recognised in terms of registered qualifications and unit standards, regardless of where and how the learning was attained. The process of RPL identifies what you know and can do, and then assesses your knowledge, skills and experience against specific standards and assessment criteria for a particular qualification. Participants submit evidence that they have the knowledge, skill or experience required. This evidence takes the form of knowledge questions, assignments, observations and various workplace activities and tasks. In this way, you can be credited for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.

In this RPL process, the successful participant will be able to demonstrate knowledge, skill or experience in:

- Record management
- Comprehension of written and verbal texts
- Business writing
- Problem solving
- Ethics
- Cultural awareness and customer service
- Self-management and self-development
- Project teamwork
- Business policies and procedures
- Budgeting

This RPL process will take between six and eight months. The dates and process will be clearly outlined, so you will need to manage your time carefully. Attendance at all meetings and completion of all required work is compulsory. Participants will be required to sign a 'Bursary Agreement' (HR186).

OUTCOMES

If found competent, you will be awarded with a Further Education and Training Certificate in Business Administration Services (ID 61595, 140 Credits), which is at NQF Level 4.

WHO SHOULD PARTICIPATE?

Experienced administrators from PC7 to PC9, who have no formal administrative qualification.

PRE-REQUISITES

In order to take part, you must:

- Have completed and passed Grade 12
- Be able to communicate in two of South Africa's official languages
- Have at least 3 years' experience in an administrative role at UCT

You will need to provide proof of the above when applying.

SELECTION PROCESS

There is a selection process for inclusion on this process. Interested staff must apply to the Staff Learning Centre for inclusion in the selection process by booking by the closing date. Those who have booked will then be sent further information about the selection process.

Preference will be given to those who have no other qualification higher than NQF level 4.

DATES AND TIMES: **This course begins in January 2016.** Meeting, coaching and submission dates will be confirmed after the selection process.

BOOKING AND FURTHER INFORMATION

This course is run by the Staff Learning Centre, Human Resources, as a special project supported by an ETD P SETA discretionary funding award.

In order to book, please use the online booking system at <http://www.icts.uct.ac.za/modules.php?name=cbs&file=book&gid=4>. **The closing date for bookings is 18 September 2015.**

For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.