

RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

You cannot upgrade your NQF 7 to an NQF8 qualification – this is merely an administrative issue and does not change the value or status of the qualification. We are also not permitted to change the NQF rating arbitrarily and you cannot upgrade it by means of an RPL.

Unfortunately, if you want an NQF8 certificate, you will have to rewrite the Board exams under the new programme.

The qualifications are portable to other ICSA jurisdictions, e.g. in Canada, but you would have to contact them directly to find out the processes involved.

In conclusion all RPL granted is based on work experience and no CSSA qualification.

RPL DOCUMENTATION CHECKLIST

Portfolio of Evidence

Appropriate documentation includes, but is not limited to:

- the completion of the relevant RPL application form
- certified copy of identity document, passport or any other identification document. This must be certified by a Commissioner of Oaths or the SAPS.
- official academic transcripts
- evidence of attendance at Continuing Professional Development seminars
- award certificates
- a CV or resume outlining relevant work history
- statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies
- results of any relevant examinations or tests which identify that the required competencies have been met
- a record of any relevant interview that responsible staff have held with the applicant regarding required competencies.

Note: The Institute reserves the right to request further evidence after an initial examination of the portfolio has been done.

- Transcripts and award certificates must be properly certified as true copies.
- The Institute reserves the right to interrogate and verify all documentation supplied in support of an RPL application.
- An application for RPL must be accompanied by the relevant fees. Proof of deposit is required. Fees are not refundable under any circumstances. RPL evaluation will not begin before the fees are paid in full.
- The Institute will inform the student in writing of the outcome of his/her RPL application after the necessary verification processes have been completed by the QCTO.
- No RPL information, confirmation, policies, etc. will be provided telephonically.
- RPL will only be valid if confirmed in writing by the Institute.
- If the student is dissatisfied by a negative RPL evaluation, he/she may register an appeal against the decision which will then follow the normal examinations/assessment appeals procedure of the Institute.

The RPL process takes a minimum of 30 working days

PLEASE COMPLETE THIS GENERAL RPL APPLICATION FORM AND RETURN IT TO membership@chartsec.co.za

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Please note that RPL subjects granted expire if you do not pay the applicable fees within six months

Submissions cannot be done online or via fax. Hard copies of all evidence (certified) must be supplied. You must register or courier your application for tracing and tracking purposes. You must advise the Institute of the tracking number by way of email to membership@chartsec.co.za or Attention Membership Co-ordinator: Fax: 011 551 4028. The Institute cannot be held responsible for any applications that are not received.

A certified copy of your ID document must accompany your application otherwise it will not be processed.

Title:	Mr Mrs Ms		Surname	
Given Names:				
Student/Member ID:				Date of Birth:
Nationality				
Student/Member Number				
Address:				
Postcode:				
Telephone	Home: ()		Business: ()	Cell
	Fax:		Email:	

Note: For prior completion of examinations with other examining bodies, please apply for Exemptions. Contact exemptions@chartsec.co.za.

For RPL of Modules via life/work experience, please tick the relevant modules below:

Modules	Please an X in this column next to the relevant Modules
NQF5	Communication
NQF5	Introduction to Financial Accounting
NQF5	Introduction to Law
NQF5	Introduction to Corporate Governance
NQF6	Managing Information Systems
NQF6	Principles of Business Law
NQF6	Advanced Financial Accounting
NQF6	Principles of Corporate Governance
NQF7	Management Principles
NQF7	Advanced Business Law
NQF7	Advanced Corporate Governance
NQF8	Finance for Decision-making
NQF8	Corporate Law
NQF8	Risk and Compliance
NQF8	Development of Strategy
NQF8	Enterprise Risk Management
NQF8	Public Sector Governance

Note:

- If you wish to qualify for the **Company Secretary (NQF8)** qualification, you may not apply for RPL for Company Secretarial Practice and Applied Governance and you will have to write the examination in these subjects. The required **Workplace Experience Modules** must also be completed.
- If you wish to qualify as a **Governance Professional (NQF8)**, you may not apply for RPL for Applied Governance and you will have to write the examination in this subject. The required **Workplace Experience Modules** must also be completed.
- If you wish to qualify as a **Governance Practitioner (NQF7)**, the required **Workplace Experience Modules** must also be completed.

THIS SECTION MUST BE COMPLETED BY THOSE WHO HAVE NOT PREVIOUSLY REGISTERED WITH THE INSTITUTE

EDUCATION AND TRAINING DETAILS

Please attach **certified copies** of any documentation that can be used to verify the details supplied. (Not required for those who have already completed a whole qualification with the Institute.)

What is the highest level of formal schooling achieved?	
When?	
Where?	
Additional studies which you have undertaken since leaving school:	
Have you been involved in any other courses? (e.g. Staff development programmes, CPD programmes)	
Are you currently enrolled, or participating in, any other course? Please give details.	

WORK EXPERIENCE

Please give details. (A full CV with references should be supplied).

List any other things that have helped you to gain skills. For example, being a parent, involvement in school committees, organising a family business, accounts, involvement in any hobby groups, team, society, association or community organisations. Briefly describe your involvement including official positions.

Payment:

Deposit	Administration Fee (non-refundable)	R500
	See fee structure below	
	Total	
	Amount Paid Now	

Proof of payment must be received by 31 March for the May examination and 31 August for the October examination – If no or part payment has been received you will be liable for outstanding fees.

Please e-mail RPL form to membership@chartsec.co.za

and

proof of payment to debtors@chartsec.co.za

Payment options:

- Electronic Funds Transfer (EFT)
- Direct deposit into the CSSA's bank account
- Card Payment at CSSA's office with physical card
- Online payments via the CSSA's online portal – you have to log in as a member or student to process payment

Deposit/Cheque Payment

Account holder: CSSA
Bank details: Nedbank
Branch name: Braamfontein
Branch code: 19 50 05
Account number: 1968 298 991
Reference: Name, Surname and Student Number **[COMPULSORY]**

Summary of fees and RPL Limitations:

CSSA AND BOARD

Prior to 2002 the CSSA qualification was not listed on the National Qualifications Framework (NQF) and was rated by the Human Sciences Research Council (HSRC) as being at the level of a Senior Certificate (Matric) qualification plus three years of further (tertiary education) (reference 9401395/1/B). It was nevertheless a valid and fully-recognised qualification under the old dispensation.

No credit ratings or NQF levels can therefore be provided for any qualifications earned prior to 2002.

Basis of RPL for CSSA Qualification	Applicable Fees
NQF 5, NQF 6 or NQF 7 per module	R740
NQF 5, NQF 6 or NQF 7 per level	R2 160
NQF 8 per module	R840

- RPL may not be granted for a module where there is a requirement that the module must be completed in order for a qualification to be awarded.

Please ensure that you sign this RPL form and complete in full;

Note: Electronic submission of this form without a signature will be regarded as formal acceptance of the terms and conditions.

Signed: _____

Date _____

FULL NAME IN BLOCK LETTERS