



# Recognition of Prior Learning Policy and Procedure

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# Recognition of Prior Learning Policy

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# Recognition of Prior Learning Policy

## 1.1 Change Control

Version	Author of Change	Date	Details of Change
2019.01	Gerhard van der Berg	July 2019	Policy updated & amended to suit new organisation structure of Sage.

## 1.2 Record of Approvals

Level*	Committee Name	Date
1	Ravin Rughoonandan (Content Design Manager)	July 2019
2	Pragasen Moodley (Director, Learning Services AME)	July 2019
3	Candice Govender (Legal Director, AME)	July 2019
4	Pieter Bensch (Executive Vice President, AME)	July 2019

\* Level of approval

# Recognition of Prior Learning Policy

## 2.1 Scope

The scope of this document defines the policy and procedures to be followed for:

- Recognition of Prior Learner achievements.

## 2.2 Philosophy

Sage's philosophy is to recognise performance and encourage life-long learning.

Therefore, Sage's policies and procedures are outlined in accordance.

## 2.3 Introduction

This policy document is designed to assist Assessors and Moderators in the process of guiding and supporting all learners through the Assessment and Moderation process and is broken up into:

- Recognition of Prior Learning / Achievements

## 2.4 Policy Statement

Recognition of Prior Learning (RPL) within Sage will be conducted in accordance with the NQF and ETQA objectives. RPL is a fundamental of the NQF and ensures to access and redress past learning that took place, whether it is formal, informal, self-study, work experience or in-house education and training. Sage will make this assessment method available to learners in order to give them the opportunity to be recognised for past education and training.

The RPL **pre-process** is done in the following manner:

Description	Responsible Person	Frequency
The candidate can either personally apply or be nominated by a manager or peer.	Sage Learning Services / Assessor	
The candidate need to complete the RPL request form, attached to this policy document (Appendix B).	Learner	
The RPL process must be discussed and explained to the candidate with specific reference that they only get one chance to pass, otherwise they must attend the applicable training.	Sage Learning Services / Assessor	

Description	Responsible Person	Frequency
The candidate must motivate their RPL request by submitting all possible evidence regarding their past learning that is applicable to their request.	Learner	
The evidence will be evaluated by assessors and moderators of Sage Learning Services.	Sage Learning Services / Assessor / Moderator	
If the assessors and/or moderators find enough evidence, they will notify the learners to book for the assessments.	Sage Learning Services	

The RPL **assessment** process is done in the following manner:

Description	Responsible Person	Frequency
The candidate will book the relevant assessment through Sage / SALP.	Learner / Sage Learning Services	
The candidate will write the assessment.	Learner	
If the candidate is found competent in the specific field, they will receive the relevant certification.	Sage Learning Services	
If the candidate is not found competent, the candidate may book another assessment through the normal procedure and rewrite the assessment if the assessment is for an End User course.	Learner	
If the assessment is for a Technical course, it is required that the candidate attend the appropriate course.	Learner	

The RPL **post-process** is done in the following manner:

Description	Responsible Person	Frequency
If the learner passed the assessment, he/she will be awarded with the relevant credits, certificate or qualification.	Sage Learning Services	
If the learner did not pass or were found incompetent, he/she will be requested to attend the relevant/applicable training events/courses.	Sage Learning Services	

## 2.5 Appendix A – Sage RPL Application Form



### RPL Application Form

To be completed and submitted within five [5] working days after receipt of Assessment Report		
Learner name		
Surname		
Identity number		
Contact number		
Email address		
Date of assessment		
Name of assessment		
Motivation for application		
Please attach copies of your highest qualifications as well as specific evidence regarding the request.		
Candidate	_____	_____
	Signature	Date
Sage Learning Services	_____	_____
	Signature	Date

### **3. Contacts**

Should you have any questions about the content of this policy please contact the training department via email: [Training.Za@sage.com](mailto:Training.Za@sage.com).