

RPL application form

Your assessor will probably provide you with all the forms required for your RPL application and assessment, however it may be helpful if you complete this application form and take it with you when making your initial enquiry.

Candidate Information Form

*(You may find it easier to provide the information for the following by attaching a **résumé**.)*

Personal details		
Surname		
First name/s		
Any other name/s used		
Home address		
Postal address <i>(if different from above)</i>		
Telephone numbers	Home:	Work:
	Mobile:	Fax:
Email address		
Are you a permanent resident of South Africa?	Yes	No
Do you need an interpreter to help you with an interview?	Yes	No
Do you have a disability which we should be aware of?	Yes	No
Will you need special aids if you are required to undertake a practical assessment?	Yes	No
Please provide details or special needs so that we can assist you if required.		

Is this occupation in the same industry as the industry in which you are applying for recognition?	Yes	No	If 'no', go to the next table.
If 'yes' list some of the main tasks you perform as part of your work that you think are relevant to your RPL Application.			
<i>If you have further recent industry experience that is relevant to your application please attach another sheet or your current résumé.</i>			

Rate your knowledge and skills against the qualification/industry relevant to your RPL application.			
Industry area: Training and Assessment	Yes	No	Possibly
I think my experience is of a high level.			
I think I am skilled to do this job.			
I know how to do the work tasks really well.			
I can explain my experience and provide documentary evidence.			
I have undertaken much of this work without supervision.			
Further training			
I have attended training courses in this area of work.			
If 'yes', what training did you undertake? Include date training completed (month, year).			
Is there any further information you wish to give in support of your application?			

Professional referees (relevant to work situation if not already listed on your résumé)

Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Employment history

(You may attach a current *résumé* in place of completing this section.)

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position/s held	Full-time Part-time Casual	Description of major duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Attach additional sheet if required.

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate's signature		Date	
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UPON COMPLETION PLEASE FAX THIS FORM TO:

086 520 4018

OR

EMAIL THIS FORM TO:

rpl@saacd.com

Remember to keep a copy for your own records.