

BOTSWANA OPEN UNIVERSITY - BOU

Application Form for Recognition of Prior Learning - (RPL)

FORM: **RPL 02** Application form for RPL for Credit.To: Admissions Dept.
BOU

Regional Campus:

Application date

I am applying as a: (tick)

☐ New Student☐ Currently Enrolled Student

Year of Study

☐ International Student

Country

1.0 Personal Information

(Please Print)

Surname:

First Name(s):

Date of Birth:

ID/Passport No:

Student Number:

Gender:

Postal Address:**Contact Numbers**

Home..... Work.....

Cell phone.....

Email Address.....

Fax.....

Special Needs/Disability Status

Give detailed information about your special needs if any [e.g. Hearing, sight, speech etc]

.....

.....

.....

Funding Details:

Name of Sponsor.....

Address:.....

.....

.....

Contacts of Sponsor:

Work.....

Home.....

Mobile.....

2.0 Assessment for Subject Credit

The RPL Policy governs the minimum number of courses for which exemption for Credit can be granted. The applicant can be accorded RPL exemptions for at most 40% of the courses in a programme and they will be required to complete at least 60% courses with BOU. If credit is granted, the candidate will be exempted from doing the course/s.

i. Name of the School offering the Programme (Tick)

☐ School of Business and Management Studies

☐ School of Social Sciences

☐ School of Science and Technology

☐ School of Education

ii. Name of the programme you have been admitted for:

.....

iii. Complete Table 1 by indicating the name/s and code/s of the courses you want to be assessed for Credit.

Table 1 Courses to be Credited.

Course Name	Course Code	Place where Relevant Learning Occurred.

Motivation for seeking to be credited:

Considering the subject learning outcomes, make a brief narration that explains the work experiences that helped you acquire the knowledge and skills that you have in this course. The following guidelines will help you:

- i. Introduce yourself
- ii. Considering the programme learning outcomes, explain how your relevant work experience has helped you gain the knowledge and skills

that make you qualify for credit and state clear reasons why you believe you should be credited.

.....

.....

.....

.....

.....

.....

.....

3.0 Learner Profile

(a) Formal Training:

In the tables provided below, please enter the details of all the certificates you received for attending formal training, short courses, in-service training etc.

Table 2 Formal Training

Name of Certificate	Awarding Institution	Year and Duration

b) Previous Training

Have you had any training related to the course you are applying RPL for? If yes, complete Table 3 below:

Table 3: Previous Training in Chronological Order

Name of Course/Workshop	Institution	Relevant Material Covered	Period (Year)

N.B For all the academic claims that are made in this form, certified copies of evidence are required.

ii. If there is any further information you wish to give in support of your application, use the space below:

.....

.....

iii. For your supporting documents to this application, provide brief descriptions in Table 4 below:

Table 4: Supporting Documents.

Type of Document (e.g. reference, CD or photograph etc)	Description of what it entails (i.e. shows what you are doing, why you got the testimonial, CV and indicate areas pertaining to your RPL application)

4.0 Checklist

Please ensure you have included every item needed to process this application by ticking the Yes /No columns, for the list provided in Table 5.

Table 5 Checklist

Items	Yes	No
Curriculum vitae		
References, testimonials relevant to course learning outcomes.		
Permission letter to use company documents for evidence		
Certified copies of certificates & transcripts or letter of completion.		
Evidence documents (job description, performance appraisal reports, training schedule, email correspondences relevant to learning outcomes)etc		
N.B Number each evidence item		
Certified copy of Identity (Omang/Passport)		
Payment receipts		

5.0 Declaration of understanding (compulsory)

I of learner number.....declare that:

- I will comply with the rules and regulations as stipulated in the student handbook and will make effort to regularly acquaint myself with such. I will notify the relevant department immediately concerning:

- Abandoning or cancellation of study
- Change of personal details (address, names, contacts etc)
- The RPL Process was fully explained to me.
- The fees and charges that apply to RPL services were explained to me.
- I take the full responsibility for payment of fees
- I am aware that RPL fees are not refundable.
- I am aware that full payments must be made before RPL assessment can commence.
- I give permission that all my documents of evidence should be verified for authenticity.
- I accept that any evidence I submitted, if found false can result in cancellation of this application.
- I am aware that RPL assessment is a rigorous process.
- I have kept aside a copy of this application with its supporting documents.

Signed aton

Applicant signature.....