

BOTSWANA OPEN UNIVERSITY - BOU

Application Form for Recognition of Prior Learning (RPL)

FORM: **RPL 01** Application for Access.To: RPL Unit
BOU

Regional Campus:

Application date

1.0 Personal Information (Please Print)

Surname:

First Name(s)

Date of Birth:

ID/Passport No:

Student number:

Gender:

Postal Address**Mailing address** [Address to courier the assessment materials during training]**Contact Numbers**

Home.....

Work.....

Mobile number.....

Email Address.....

Fax.....

Special Needs/Disability Status

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

.....

.....

2.0 Employment Details:

i. If you are currently employed, give the name of the employer.

.....

ii. What is your current occupation?

.....

iii. Table 1 depicts your employment history. Please complete accordingly.

Table 1 Employment History

Name of Employer	Employment Period from -to	Job Title	Job Description	Full-time/Part-time, Volunteer/casual

b) Funding Details:

[Please attach letter of permission from Employer for sponsorship and from lines Manager for permission to use evidence from the workplace.]

Name of Sponsor.....

Address:.....

.....

Contacts: Work.....

Home.....

Mobile.....

3.0 Programme to Access

I wish to apply for admission into the following programme:

[Write full details of the programme [e.g Diploma in Business Management]

.....

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

4.0 Learner Profile

(a) Formal Training:

In table 2 provided below, please enter the details of all the certificates you received for attending formal training, short courses, in-service training etc.

[List all Degrees, Diplomas, Professional Certificates or equivalent qualifications]

Table 2 Formal Training

Level of Study (e.g BGCSE)	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 From – to -

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

(b) Experiential Learning

i. In the table 4 provided below, enter the particulars of your volunteer work or community involvement activities where you learnt about the programme you are applying for.

Table 4: Relevant unpaid work:

Name of Organisation	Duties Undertaken	Role Played	Period from -to -	Full-Time/part/casual/volunteer

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 5 below:

Table 5: Supporting Documents.

Type of Document (e.g. reference, CD or photograph etc)	Description of what it entails (i.e. Show your achievements and skills, the reason for the recognition, and highlights areas relevant to your RPL application.)

5.0 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 6.

Table 6 Checklist

Items	Yes	No
Letter of motivation for access.		
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		

6.0. Declaration of Understanding (compulsory)

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

- 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.....