



Policy for Admission on the basis of Recognition of Prior Learning (RPL)

Admission to the nominally one year programme “*Postgraduate Diploma in Technical Conservation Studies*” is highly competitive. If such admission is being sought on the basis of recognition of prior learning (RPL), it should additionally be noted that:

- A maximum of **one RPL candidate** is admissible per year. This limit is derived from the Council on Higher Education's Criteria for Programme Accreditation, which determines that exemptions in respect to the Higher Education Qualifications Sub-framework prescriptions (January 2013) may maximally be granted to ten percent of the programme's annual intake of 10 students.
- **Verifiable experience** is a further and essential requirement for such admission on the basis of RPL. It should be noted that the Admissions Panel must be able to acknowledge the experience proffered as having adequate relevance to remedial conservation practice.
- Submission of a **portfolio of work** will accordingly be required of the RPL candidate, in order to illustrate the relevant experience on which the applicant is relying.
- Enrolment on and timeous, successful **completion of the online distance-study course *Bridging to Chemistry for Conservation*** (or equivalent) is a central requirement, which is similarly imposed on non-RPL candidates whom have graduated from the Humanities (Only candidates whom have passed Chemistry on 1st year university level are exempted.)
- Submission of a **detailed study/employment record (curriculum vitae)** will be required.

The standard entry point for the candidate seeking admission on the basis of RPL is to enrol for the online distance-study course, *Bridging to Chemistry for Conservation*. The RPL candidate must indicate his/her intention to apply for admission to the postgraduate programme on the basis of RPL when he/she applies for enrolment on the online distance-study programme. A RPL applicant who has provided evidence that he/she has previously and relatively recently passed Chemistry on first year university level, may proceed directly to requesting instruction and guidance on the portfolio of work which is required.

For candidates seeking admission on the basis of RPL, **successful completion** of the distance-study course is defined as follows:

1. The candidate must submit an answer to each of the project questions included in the course. These projects serve a formative purpose only, and a candidate will not be penalized for errors contained in any of the answers submitted in respect to such project questions.
2. The candidate must sit each of the online tests in respect to each of the seven themes included in the course. A 60% mark - or above - must be achieved in each of these tests.
3. The candidate must complete the course within four months of enrolment. An applicable deadline date (by which the last test must be completed) will be provided to the candidate upon enrolment.

If a candidate has successfully completed at least three (of the seven) distance study course themes within the first two months of enrolment, the candidate will be free to invite instruction on compiling his/her requisite **work portfolio** - though not before submitting a detailed **study/employment record (curriculum vitae)** with substantiating evidence detailing work experience and any training received.

The work portfolio must be representative of work accomplished in the arena of conservation, and shall adequately reflect the skills and experience of the applicant. The RPL candidate may submit the portfolio only after successful completion of the online distance-study course and such portfolio must be submitted along with the following:

1. Official transcript of the senior certificate or equivalent obtained;
2. Official transcripts of all relevant certificates obtained for training courses attended in the course of employment.

It will be noted therefore that application on the basis of RPL involves a process which can only be satisfied over an extended period – a period which may readily amount to half a year.

An applicant seeking admission on this basis should therefore initiate his/her application not later than:

- early July of the preceding year in the case of applicants whom are required to complete the 4-month, online Chemistry bridging course
- early September of the preceding year, in the case of applicants whom have received exemption from the requirement of completing the 4-month, online Chemistry bridging course.

The Admission Panel will consider all the available evidence to reach a decision regarding which applicant will be admitted to the postgraduate programme on the basis of RPL. This decision will be made during the first half of November, or sooner if possible.

If a clear frontrunner does not emerge, and at the discretion of the Panel, the leading candidates may be invited to participate in an interview, and/or be asked to submit supplementary evidence, insofar as this may assist the Admission Panel with the awarding of this seat.

Review:

This policy will be reviewed from time to time as circumstances dictate.