



General Information Booklet for:

Course Exemption, Access to Higher Education Studies via
Recognition of Prior Learning (RPL)

Credit Accumulation and Transfer (CAT)

(Including Application Forms)

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Credit Accumulation and Transfer (CAT) & Recognition of Prior Learning (RPL)

It is the policy of TEE College that RPL and CAT applications will be processed provided that the application is made on the prescribed form, with the necessary supporting documentation, and that the relevant fees have been paid.

RPL is applied in two ways:

1. To give access to Higher Education studies via the Integrated Assessment Tool (Access Assessment).
2. To grant exemption for courses.

CAT is used to transfer credit for work done at another registered institution on a registered and accredited programme.

TEEC is not permitted to offer advice or give assurances for studies originating outside this College where those studies are to be used or completed in a context other than this College. Neither can TEEC offer opinions regarding the studies of non-TEEC students from the College's participating churches.

It is the responsibility of the student's church to communicate ministry / ordination / candidating requirements to the student, and to assess whether the student's studies (whether with TEEC or any other institution) meet the church's requirements. TEEC staff can advise on course content and programme workload, but they do not recommend or suggest study paths for students working towards formal recognition or acceptance in ministry.

New students who intend to submit a CAT / RPL application must first register with TEEC before the CAT or the RPL application will be processed. Students will be given verbal advice to assist them in selecting appropriate courses at their registration. This verbal advice will in no way determine the actual outcome of the CAT or RPL process.

Credit Accumulation & Transfer (CAT) Policy

Courses will not be credited for any applicant who is not a current student of TEE College.

Applicants may only be credited with courses amounting to no more than half (50%) of the credit value of the qualification they wish to register for, or half (50%) of the credit value of the completed qualification they possess.

Credit Accumulation & Transfer is the policy and procedure for applicants who wish to have courses credited on a TEE qualification on the basis of course/s passed at other registered institutions, whose courses are accredited by the CHE and registered with SAQA. Courses can only be credited if they “match” existing TEE courses in content, credit value and NQF level.

The Application Fee for **Credit Accumulation & Transfer is R350.00 on application and R60.00 per course credited.**

An application will not be processed if:

- The applicant does not have the minimum entry requirements for the programme.
- The application form is not completed in full.
- The application form does not have all the required documentation attached.
- The application fee is not paid.

Roles and Responsibilities regarding Credit Accumulation & Transfer (CAT)

It is the responsibility of TEE College to:

- Supply the information booklet to any prospective student, on request.
- make the assessment timeously.
- give feedback to the applicant .
- inform the applicant of the appeals process.

It is the responsibility of the applicant to:

- Apply for Credit Accumulation & Transfer on the official form, send all supporting documents and to pay the applicable fees.

Procedure when Applying for Courses Credits using CAT

- The Applicant must have the minimum entry requirements for the qualification that they wish to apply for.
 - The Applicant must obtain the application form from the College.
 - The applicant must complete the application form in full and send it to college with proof of payment of the application fee and ALL the required documentation.
 - The RPL Committee will assess the application.
 - The RPL Secretary will notify the applicant in writing of the RPL Committee's decision.
 - If successful, the RPL Secretary will update the applicant's student record and the finance department will charge the relevant fee for each course credited to the student.
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Recognition of Prior Learning (RPL) Policy

Recognition of Prior Learning is the policy and procedure for applicants who wish to:

- a) gain entry to Higher Education studies via the integrated assessment tool (Access Assessment); and
- b) gain course exemption for studies completed at unregistered, unaccredited institutions, because:

- They have completed a similar course or courses at unregistered institutions, or
- They have gained sufficient life / work experience and knowledge to be able to prove to the College's RPL Committee and Assessors that they can fulfill all the necessary requirements to meet the outcomes of the TEE course for which they seek exemption.

The College will supply all applicants with the necessary information and documentation required to assist them in their application.

Please note that the RPL process for course exemption is lengthy and takes a minimum of 3 months to complete.

The initial fee for an application for course exemption via **RPL is R350.00 on application**. A further fee of **R500.00 per course** applied for is required on submission of a portfolio of evidence as set in consultation with the RPL Committee. No portfolio of evidence will be accepted without payment of the applicable fee.

The portfolio of evidence will be assessed and evaluated, and a decision will be conveyed to the applicant. If the application is successful, the applicant's student record will be updated.

An application for RPL will not be processed if:

- The applicant does not have the minimum entry requirements required for the programme.
- The application form is not completed in full.
- The application form does not have all the required documentation attached.
- The application fee is not paid.

Roles and Responsibilities regarding RPL

It is the responsibility of TEE College to:

- supply information booklet to any prospective student, on request.
- supply diagnostic assessment.
- appoint an assessor.
- make the assessment timeously.
- give feedback to the applicant.
- inform the applicant of the appeals process.

It is the responsibility of the applicant to:

- Apply for RPL and to pay the applicable fees.
- Complete the diagnostic assessment.
- To submit a portfolio of evidence.

PROCEDURE

Applying for Courses exemption using Recognition of Prior Learning (RPL)

- The Applicant must have the minimum entry requirements for the programme for which they wish to apply.
- The applicant must obtain the information booklet that contains RPL application form from the College.
- The applicant must complete the application form in full and send it to the college with the proof of payment of the application fee & all the required documentation e.g. certified copy of ID, certified copy of Matric or Senior Certificate.
- The College will send further information to the applicant which includes diagnostic assessments. This will assist the applicant in putting the portfolio of evidence together.
- The applicant must compile the portfolio and other requested evidence and submit it to the RPL Secretary with the further RPL fee.
- The RPL Committee will assign an assessor to assess the applicant's portfolio of evidence.
- Once the assessor has assessed the portfolio of evidence, it will be returned to the RPL Secretary with a decision as to whether to give a course credit for the course or not. The RPL Secretary will inform the applicant of this decision by post.
- Successful applicants will have their student record updated (a credit will be passed for the applicable course), and a fee of R60.00 per course credited will be charged to the students account.

The RPL and CAT **Application Form** is a tear out in the centre of this booklet. *(If you receive this in electronic format, this form is the last page in the booklet)*

Appeals

If an applicant is unhappy with the outcome of his/her RPL application, and believes that he/she can provide new evidence that will support his/her application, then he/she may submit an appeal within 10 working days of having received notification of the outcome of the application. The appeal will only be considered if:

- a) It is motivated in writing.
- b) It includes the original marked portfolio of evidence
- c) it includes further new evidence to support the appeal.
- d) The applicant pays the applicable fee of R350.00 for the appeal.

The RPL Secretary will convey the outcome of the appeal to the applicant in writing. This decision will be final.

RPL for entry into Higher Education studies using the Integrated Assessment Tool

Access Assessment

The Access Assessment is designed to:

- Evaluate your academic ability in relation to the knowledge and skills required for studies in theological disciplines;
- Determine your readiness to study on a TEEC programme within the College's distance-learning context;
- Determine the most appropriate level of study and progression path within TEEC's offered programmes;
- Satisfy the relevant entrance requirement, upon successful completion and a positive recommendation for further study on TEEC programme/s.

This assessment is ideal for people who lack the secondary schooling certification normally required as part of a registered programme's entrance requirements, as well as for those who have not done much by way of formal study since completing their secondary schooling.

Students who have the necessary secondary schooling certification but have not been involved in higher education can either use the Access Assessment as an evaluation tool to test appropriateness of intended study paths or alternatively can register for the Higher Certificate in Theology – which is a shorter, attainable qualification which has clear progression paths to other programmes.

The Access Assessment:

- does not replace or provide an alternative to secondary schooling certification (e.g. it is not an equivalent to, or replacement of, a National Senior Certificate);
- does not provide bridging or remedial support to students who are academically inadequate for study at tertiary level;
- has no value to other institutions. An Access Assessment result that recommends study on a TEEC programme is not an endorsement for entrance to study at another institution on a similar programme;
- is not a registered course or programme;
- *does not* give credit.

The Access Assessment is an internal evaluation tool for determining the academic readiness and ability of a person wishing to study on a registered and accredited TEEC programme.

The assessment does not automatically lead to entrance / enrolment on a TEEC programme.

A successful assessment result simply indicates whether a student is granted entrance to an NQF level five, six or seven programme at TEE College. It provides no other guarantees, indicators, concessions or conditions.

A student still needs to register for a particular programme on the prescribed registration form, paying the relevant fees, during the registration period for that particular programme.

Accreditation

TEE College is registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution, and it offers qualifications that are accredited by the Council on Higher Education (CHE).

The Access Assessment is not accredited or registered. It is an internal evaluation and assessment tool used by this College only. The result is not reflected on any academic record, and it does not form part of any programme.

Registration

Who may register for this assessment?

Any person wishing to gain entrance to a higher education programme at TEE College (or evaluate their readiness for such study) may attempt the access assessment.

Repeating the Access Assessment

The Access Assessment may be repeated at any stage if no work was submitted after the initial registration.

If an Access Assessment has been failed, then the student must wait 6 months before registering to repeat it. A new assessment tool will be issued for the Repeat registration. Repeat fees will be charged in both instances. A student who has achieved a positive outcome on the Access Assessment may not attempt it again.

The medium of instruction for all registered programmes at TEE College is English. A student needs to demonstrate competence in English as part of this assessment.

Registration period:

It is possible to register for the Access Assessment at any time during the year, using the prescribed registration form and paying the relevant fee. The student needs to submit the completed assessment instrument to the College for evaluation within three months (four months for students living outside of the RSA) of the registration date (the registration date is shown on the Confirmation of Registration letter). It is important that the student works alone on the assessment without collaboration or assistance, and then submits the completed assessment in time.

Once informed of a successful result the student will be able to register on one of the offered programme/s during the normal registration period/s for that programme. Some programmes have more than one registration period, which then allows students to start their studies in the middle of the academic year.

Articulation & Progression

The Access Assessment result will indicate which programme/s the student can gain entrance to. The standard College and Programme regulations will apply, together with the usual rules for articulation and progression of the relevant programme.

Entering a programme through the Access Assessment does not in any way alter, exempt, condone or replace a programme's rules.

Study Fees

The fee for the Access Assessment is R450.00, plus R120.00 for the Courier fee.

Assessment description

Upon receipt of a duly completed and signed registration form together with the reconciliation of the payment of the fee, the registration will be evaluated and processed.

Students registered for the Access Assessment will be sent:

- Confirmation of Registration Letter
- SPCK text book: Understanding and Using the Bible (*which students keep*)
- Access Assessment (*A workbook in which students will write their answers and then submit in whole to the College*).

Once complete, the student is to submit the Access Assessment to the College (the address is supplied). This must be submitted no later than three months (four months for students living outside of the RSA) from the registration date shown on the Confirmation of Registration letter.

Access Assessments submitted after the three-month (four months for students living outside of the RSA) deadline will not be evaluated, and the student will forfeit the fee paid.

Once the evaluation is concluded, the student will be informed in writing if they have been successful, and if so which level of programme the College will offer them entrance to study.

Possible results are:

- entrance to a Higher Certificate
- entrance to a Higher Certificate, or Advanced Certificate
- entrance to a Higher Certificate, Advanced Certificate or Diploma
- entrance to a Higher Certificate, Advanced Certificate, Diploma or Degree

A student who does not have a successful outcome may register to repeat the Access Assessment after a six month waiting period.

The **Registration Form** for the **Access Assessment** is available on the College website.