



GENERIC MANAGEMENT RPL APPLICATION DOCUMENT

Complete part 1, 2, and 3 of this form in full and send it to: registrations@aoy.co.za

Part 1: Student Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS

Name _____

Surname _____

Mr/Mrs/Ms _____

ID Number _____

Date of Birth _____

Tel No: Cell _____

Home _____

Work _____

E-mail Address _____

Company Name _____

Name of Supervisor / Manager _____

Supervisor Contact Number _____

Your Job Title _____

Monthly Salary _____

Academy of York Bank details: ABSA Cheque Account: 4076 998 918

Part 2: PRPL Process & Terms and Conditions PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS

Applicants applying for the HR RPL must adhere to the following procedures:

1. Fully complete RPL Application Document. It is very important that the applicant completes Part 3 in full.
2. Pay R1,300 non-refundable application fee.
3. Send following to AOY:
 - a. Fully completed and signed RPL Application Document
 - b. Proof of payment of application fee
 - c. Copy of latest Pay-slip (if student will be paying for RPL process)
 - d. Clear copy of ID (Driver's Licence not accepted)
 - e. Detailed CV in Word or PDF
4. AOY will process documentation to determine if the applicant qualifies for the Generic Management (GM) RPL. This process may take up to two weeks to finalise.
5. Once confirmed, the applicant will receive an Acceptance Letter and the RPL Registration Document, which needs to be completed and sent back to the college. This document is the official registration document of the RPL programme. The applicant will use this form to match his/her experience with the Unit Standards and Specialisation given, and provide evidence of such.
6. Within 10 days of receipt of RPL Application Document, AOY will contact the student to confirm what evidence will be required to complete the full RPL process. Please note that each Specialisation Field will require at least 3 forms of evidence.
7. Once all the evidence has been assessed, the Applicant will be required to complete the Generic Management FISA (Final Integrated Summative Assessment)
8. Your RPL coordinator will be available throughout the process to ensure your success.

**For
People
with a
Purpose**



Student Signature _____

PLEASE SIGN HERE

Signed at _____ on this _____ day of _____

Part 3: PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS and provide a detailed CV in Word or PDF format

Professional Status	
Highest Qualification Achieved	
Registration with Professional Bodies	

Education History (List all your qualifications starting with the most recent working back to Secondary School)		
Period	Institution	Qualification

Work Experience (Start with most recent working back 10 years only)		
Period	Organisation	Position held and main duties

Generic Management Experience (Please select the fields in which you have experience and specify years and months for each one)		
	Select <input checked="" type="checkbox"/>	How many years experience
Operational and Project Management		
Change and Risk Management		
Maintain and manage Workplace Relationships		
Supervision of teams and building morale		
Knowledge and Information regulation		
Innovation and new ideas		
Staff management, skills development and diversity		
Performance measurement and coaching		
Knowledge and application of leadership skills		
Managing line managers and team leaders		
Decision making and implementation of workflow		
Organizational Culture and Ethics		
Financial Management		
Communication skills and practices		
Strategic thinking and planning		

Please ensure that you submit the following documents:

- Proof of Registration Fee Payment
- Signed registration Document Part 1, 2, 3
- Copy of latest Pay-slip (of person responsible for payment)
- Certified Copy of ID
- Detailed CV in Word or PDF
- Certified copies of Qualifications

Student Signature _____ Payer Signature _____



Signed at: _____ on this _____ day of _____