



HUMAN RESOURCES 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. Non-refundable application fee: HRFET R1,000, HR Diploma R1,500
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 either HR FET or National Diploma 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 write the Final Integrated Summative Assessment.
8. Your RPL coordinator will be available throughout the process to ensure your success.

Student Signature _____

← PLEASE SIGN HERE

Signed at _____ on this _____ day of _____

For
People
with a
Purpose



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

Human Resource Experience (Please select the fields in which you have experience and specify years and months for each one)		
HR Function	Select <input checked="" type="checkbox"/>	How many years experience
Human Resource as practiced in the Public Sector		
Wellness		
HR Administration		
Legal compliance		
Performance Management		
Recruitment		
Induction		
Supervision		
Training and Development		
Customer Service		
Outcomes Based Education, Facilitation and Assessment		
HR Leadership		
Industrial Relations		
Productivity Improvement		
Strategic HR		

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 _____