

RPL for Access Information Guide

November 2022

*This is an information document for the RPL for Access process.
Please speak to a college advisor for additional support
and guidance before you start this process.*

QR Scan vCard:



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Dear prospective student

You are invited to complete the RPL for Access process, specifically designed for those students who have not been able to meet the minimum requirements for access to a course. Minimum requirements here mean that, for whatever reason, your latest formal qualification was not at the level required for admission. This assessment process will require some time and input on your part. However, it will enable you to gain entry into the qualification you desire at the College of your choice.

We use an online application process in partnership with an external assessment and moderation provider. This online platform will provide you with step-by-step instructions on how to complete the process. The whole process will need to be done by you. If you do not have access to a computer, we ask you to reach out to a student representative and ask them to use their computers for this purpose.

Please ensure that the qualification you are applying for suits your career interests and needs. You must fully understand what the course content entails and that completing it will enable you to access the career opportunities you seek. If you are still unsure about your course choices and the associated careers that you may gain access to, we strongly advise you to speak to your student advisor before continuing with this process. This advisement could take the form of a consultation regarding your career needs and expectations with a student advisor. Be aware that the College may advise you on a different course that best suits your academic background and learning profile.

Very important: RPL for access is **not** a get-out-of-school-early process. If you are in any position to continue with school (i.e., you are of school-going age), we urge you to finish your school career. When we detect such cases, we will cancel the application and refer you back to school.

What you can expect

This process will consider and recognise your formal learning (such as schooling or other courses) and informal learning (things you learned by accident, through participation in activities, skills you learned at work, etc.) This recognition will be done by providing us with all the possible evidence, knowledge and skills assessments, competency measures, and references you select. The focus will be on what you have learnt up to now, regardless of how it was done. Rest assured that we are here to guide and support you in this process. We aim to ensure inclusivity, social justice, and diversity through non-biased, culturally inclusive, valid, reliable, credible and fair measuring tools and methods.

See the overview of what to expect and all the steps involved. Allow yourself time, and do not rush through each step to avoid having to redo some sections.

You can broadly expect the following process:

1. Register a profile
2. Agree to terms and conditions
3. Pay the fee
4. Complete and submit your application for verification
5. Complete the timed assessments
6. Receive feedback from the educational institution's Senate

The steps are presented to you one-one step at a time. Read each step carefully to ensure you fully understand what is required.

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Step 1: Register your profile online

Click on the [link](#) to access the online assessment portal, or type <https://ceapp.co.za> into your browser address bar:

Alternatively, scan this QR Code:



Click on [Register](#) to begin registering a new profile. Make sure you read the qualification checklist and meet the minimum requirements. If you agree with the list, click on [Next](#). You will be presented with this screen:

First Name (Just one name)	<input type="text"/>
Last Name (Surname)	<input type="text"/>
Cell Phone	<input type="text"/>
Email	<input type="text"/>
Confirmation email	<input type="text"/>
Password	<input type="password"/>
Re-type password	<input type="password"/>
Register	

Add your details and click on register. You will see the screen below:

Thank you for registering your profile, please use your email and password to logon to your account.

Type your email and password.

<input type="text"/>
<input type="password"/>
<input type="checkbox"/> Remember me
Login
Lost Password? Register

Type your email address and password again. If your details are correct, the platform will allow you in. Once in, please continue with the information presented to you.

If you forgot your password, click on **Lost Password** to reset it. Follow the steps that are presented to you.

Step 2: Select your institution

You will be asked to select the institution where you want to do the RPL for Access process. Make sure that you choose the correct institution. It cannot be changed after this selection.

Also, indicate the student advisor's name (if available) who referred you to this process. This advisor is the person who will receive communication from the academic manager about the outcome of this process. This student advisor is also the person you must contact for feedback.

Please continue with the screens as they are presented to you.

Step 3: Read and consent to the terms and conditions

Make sure that you understand the terms and conditions of this process. You will find a copy by clicking this [link](#) for the terms and conditions - and this [link](#) for our privacy notice. You can also scan the QR codes below:

Terms and Conditions



Privacy Notice:

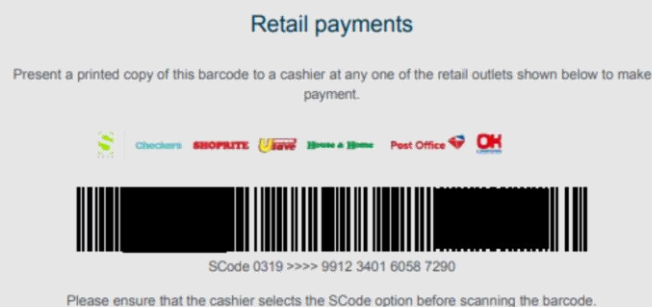


Step 4: Payment

Once you have logged online, agreed to the terms and conditions and looked at the overall process, you will land on the payment page.

You have the following options:

- **Credit and debit card payments:** Make sure that your card is 3D verification registered; otherwise, your card will be declined. This facility is not available for applicants outside of South Africa.
- **Retail payments:** You can pay at Checkers, Shoprite, USave, House & Home, Post Office and OK via the S-Code Bar Code like this example. This option is not available outside of South Africa



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- **EFT/Bank payments:** You can pay directly into our FNB account. The bank details will be listed together with your reference number. Please make sure that you supply us with your **reference number** so that we can track down your payment. When you pay your fee, please send us proof of payment to info@ceapp.co.za. Note that SMS notifications are not proof of payment and will not be accepted. All EFTs will be processed between 09:00 and 16:00, Monday to Friday, excluding holidays.

International students: Please make use of the EFT/Bank payment option. We provide you with a SWIFT number that will allow you to make the transfer.

Please take note of the clearance times:

Method	Clearance Time
Credit/ Debit Card	Usually, within the hour
Retail Payments	Usually, the next business day
EFT/ Bank payments	Usually, 1 to 2 business days (South Africa) International payments can take up to 14 business days

You will be notified by email when we have received your payment. Also, look in your spam/ junk box for emails from us. You can now proceed with your application process. Note that the fee is non-refundable per our terms and conditions.

Step 5: Complete the online application

Nine sections need to be completed. You do not have to finish these in one sitting but can log out and in again in your own time.

Section 1: Introduction

Please read the introduction page. It contains valuable information that will help you finish the process efficiently.

Section 2: Biographical details

Complete your biographical details on this page. Remember to upload a copy of your Identification Document or Passport. These DO NOT have to be certified.

Unfortunately, we do not accept selfies as a form of identification. 😊

Section 3: Academic history

Complete your academic history by uploading your latest schooling qualification results and certificate. If you have no certificate, then upload a letter explaining why. Please complete all the fields. Make sure to add the subjects under the "subject" header on the left and your marks under the "marks" header on the right.

Section 4: Select your course

Choose your course, as well as the campus you want to attend. **Make sure** it is the course you discussed with your student advisor before starting this process. We cannot change your course selections later on.

Section 5: Complete the SRQ

Study Readiness Questionnaire: This multiple-choice assessment will ask you various questions about your study readiness. This questionnaire is used to assist you in preparing for your future studies. You cannot fail this assessment. Feedback on the results of this assessment will be emailed separately to your registered email address once you have completed all the assessments as part of this application portal.

Please read the questions very carefully and provide us with your honest answer. Do not rush through this section.

Section 6: Complete the CAM

Competency Assessment Measure: You will be asked to complete a questionnaire on the highlighted developmental competencies. These competencies are necessary for your course and the role you will fulfil in the work environment. Reflect **very carefully** on how you answer these statements. Be very honest with your answers. Do not be tempted to rate yourself at a 10 without critical reflection in the self-rating section.

Section 7: Upload learning evidence

Read the instructions for this section very carefully. In this section, you are allowed to upload any evidence of your **relevant** learning. Evidence can be, for example:

- Certificates
- Evidence of work experience in the field towards you are studying to
- A Curriculum Vitae
- Reference letters
- Other portfolio work
- If you are studying an arts-related course, you can upload pictures of work, sound clips, videos, etc.

Be creative.

If your evidence is large, we recommend you put it in Dropbox or Google Drive, share the file and put the link on a Word document that you upload for us. Try to limit the size to up to 2MB per evidence. If you struggle to upload the evidence, please email us at info@ceapp.co.za. We will help you with the uploads where possible.

Section 8: Upload a motivational letter

Write a half to one-page motivational letter motivating your acceptance. Be very careful of spelling and grammar when writing your letter.

Section 9: Provide contactable references

Provide the details of two contactable references. We need their names, surnames, contact number, email address and how they relate to you.

Step 6: Submit the online application

You are at the end of the online application form. Please check that you have provided us with all the information. Once you click on **VERIFY**, your application will be submitted to an external moderator for review. Please be on the lookout for possible feedback from the moderator. You will be asked to email the relevant information if there is any outstanding information. It is important to note that your results **will not be released** if any information is missing.

Step 7: The final timed assessments

After you have submitted your application, you will be presented with the timed assessments. At this point, you can log out if you want to take a break and log back in with your email and password to continue with the assessments.

Before you take on the timed assessments, please read the overview carefully. Here is a short overview:

- **Environment:** You are in a room free of any distractions and noises. Make sure the room temperature is comfortable and that you have everything close by that you may need, such as water, tea or coffee
- **Access:** Ensure you are outside of scheduled service disruptions, such as load shedding. Now that you know you have electricity ensure your computer works and your internet connection is stable. If your network drops from time to time, it may be a good idea to ask a friend or your educational institution if you can make use of their computer. **Important:** Do not attempt these assessments on a mobile phone, as parts of your questions will not be visible. You are allowed to have a calculator and rough work paper with you.
- **Readiness:** Make sure that you can do your best and that you can preferably do all the assessments in one sitting. You can take breaks in between the tests. When doing these assessments, **make sure that you do these assessments unassisted. No cheating is allowed.**
- **Time:** Make sure you budget about two to a half hours for these timed assessments. Very important: When you activate an assessment, you **must** finish what you started. **Do not** open an assessment and click out. Your time will trigger, run out, and your assessment will be considered completed. We do not allow do-overs. Therefore, when you start, complete the assessment. You can take breaks in-between assessments.

The final timed assessment can be accessed using the username and password on your screen via the hyperlink to the test platform. Write down your username and password before you log into the test platform.

On the next page is a brief overview of what these assessments entail. The allotted times are short, and cheating will merely waste your time. **Do not cheat.** Make absolutely sure that you do your best in these. These assessments count heavily toward the final recommendation.

Assessment 1: Problem-solving (multiple choice)

This assessment is a problem-solving test that measures your Abstract Reasoning Ability; which includes the following processes (about 45 minutes):

- Arithmetic Functions
- Odds & Even
- Exceptions & Contrast
- Symmetry & Mirroring
- Movement & Consequent Progress
- Movement Rotation
- 3D Rotation
- Spatial Relations
- Series Functioning
- Detail-Big Picture Thinking
- Logical Reasoning/ Creative Thinking
- Colour Grading & Texture

Assessment 2: English competence (multiple choice)

This is an English Competence assessment. Here, we will assess your ability to understand and apply the English language. There are five overall sections in this assessment:

- Logical Relationships (3 minutes)
- Vocabulary (3 minutes)
- Spelling (3 minutes)
- Comprehension (10 minutes)
- Contextual Inferences (3 minutes)

Assessment 3: Mathematical competence (multiple choice)

You will likely have to complete a short online mathematical competency assessment of 35 questions. You can use a calculator and writing paper to aid you in this.

Step 8: Results

Once you have completed the online assessments, the assessors will process your results. Your results will be issued to the College's academic manager or related responsible person for final decision-making and guidance.

At the same time, you will receive an SRQ report, which is a developmental report for your use. It is there to make you aware of what may hold you back in your studies - and, therefore, how you can address it effectively. It also makes you aware of your strengths that you can lean on when your studies are going through a difficult period. Note that the SRQ will **not** give your result.

The College will get back to you regarding your final results and the best way forward for you. If you have not heard anything from the College within **seven work days**, we recommend that you contact the referring student advisor for feedback. Please do not contact CEApp - we will never have the final decision of the academic manager.


CEApp Contact detail

Business Hours:

Monday to Friday: 09:00 to 16:00

Weekends and public holidays: Closed

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vCard



Help and Information Resources: <https://nomesupport.zendesk.com/hc/en-us>



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Full eta College qualifications available for RPL by campus

(For more information, click on the course name to go to the eta College website. Note: Short courses are not available for RPL for Access purposes)

Exercise Science Programmes

Bachelor of Exercise in Sport and Leisure (EC523) (BF, CT, DB, GR, JH, PT, ST, DL)

Diploma in Sport and Exercise (EC014) (BF, CT, DB, EL, GR, JH, PT, ST)

Higher Certificate in Fitness (EC019) (BF, CT, DB, EL, GR, JH, PT, ST, DL)

Advanced Certificate in Fitness in Sport Conditioning (EC524) (DB, EL, JB, ST, PE, DL)

National Diploma in Fitness – Special Populations (EC285) (DL)

Coaching Science Programmes

Higher Certificate in Coaching Science (EC020) (CT, GR, PT, DL)

Diploma in Sport and Exercise (EC014) (BF, CT, DB, EL, GR, JH, PT, ST)

Business Management Programmes

Bachelor of Management: Sport and Leisure (EC296) (BF, CT, DB, GR, JH, PT, ST, DL)

Diploma in Sport and Recreation Management (EC015) (BF, CT, EL, JH, PT, ST, PE)

Higher Certificate in Sport, Recreation and Fitness Management (EC021) (BF, DB, GR, JH, PE, PT, ST, DL)

Other Programmes

National Certificate in Sport Management (EC287) (DL)

National Certificate in Coaching Science (EC286) (DL)

Personal Trainer (EC289) (BF, CT, DB, EL, GR, PT, JH, ST, PE, DL)

Campus Key: BF = Bloemfontein; CT = Cape Town; DB = Durban; GR = George; JH = Johannesburg; PT = Pretoria; ST = Stellenbosch; EL = East London; PE = Port Elizabeth; DL = Distance Learning

You can also download the eta College Prospectus [here](#) or go to https://etacollege.com/wp-content/uploads/2022/10/eta-Prospectus-2022-2023_compressed.pdf

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Other helpful information from eta College

Find your career path [here](#) or go to <https://etacollege.com/what-course-should-i-study/>

Information about accommodation: <https://www.digsconnect.com/>

Campus Fees – click [here](#) or go to

https://etacollege.com/wp-content/uploads/2022/09/Fees_On-Campus-2023.pdf

"There is no RPL without learning."