

## **Recognition of Prior Learning Appeals Policy**

### **1. PURPOSE**

The purpose of this document is to describe the process and procedure to follow where a dispute arises from any RPL assessment that took place on any prior learning that has been conducted.

### **2. SCOPE**

The scope of this procedure will cover the appeals on RPL assessment done, the moderation that follows and the investigatory panel that would provide a resolution on the outcome of the appeal.

### **3. REFERENCES**

- ETDP SETA Criteria and Guidelines on Recognition of Prior Learning.
- SAQA Guidelines on RPL
- SAQA RPL Policy

### **4. DEFINITIONS**

None

### **5. PROCEDURE**

#### **Stage 1:**

- ✓ Where the candidate disagrees with the RPL assessment, she/he must explain the reasons for this to the assessor concerned as soon as possible. In most circumstances this will be immediately after receiving the RPL assessment decision.
- ✓ The RPL assessor should consider the candidate's explanation and provide response through:
  - ❖ A clear explanation or a report explanation of the assessment decision following a re-evaluation of the evidence
  - ❖ Completion of Section 1 of the candidate's RPL appeal form
  - ❖ Amendment of the candidate's RPL assessment record, if appropriate.
- ✓ This take place as quickly as possible and within 3 working days.
- ✓ If the candidate agrees with the outcome at this stage then the RPL appeal will not proceed any further.
- ✓ If the candidate is not happy with the outcome then the RPL Appeal will proceed any further.
- ✓ If the candidate is not happy with the outcome then the RPL Appeal will proceed to Stage Two.



## **Stage 2:**

- ✓ The RPL assessor forwards to the RPL Moderator for the relevant section (i.e. construction) within 3 working of Stage One:
  - ❖ The original assessment record and candidate evidence, where appropriate
  - ❖ The candidate Appeal Form, with Section 1 completed.
- ✓ The RPL Moderator should complete Section 2 of the candidate RPL Appeal Form and provide the candidate with the reconsidered decision, the RPL Appeal must proceed to Stage Three.

## **Stage 3:**

- ✓ If no resolution has been reached, the Stage Two Moderator will forward details to the Unit Assessor 9(UA). These should include:
  - ❖ The Unit Assessor
  - ❖ The Stage Two Moderator
  - ❖ Another RPL assessor from the relevant discipline.
- ✓ The panel will evaluate the situation and complete Section 3 of the Candidate RPL Appeal Form and the candidate of its decision within % working days.
- ✓ If the candidate is still not satisfied with the outcome(s) he has the right to take the Appeal to the Appeal Panel.

## **Stage 4:**

- ✓ The Unit RPL Assessor will forward relevant details to the Group Assessor (GA) and these should include:
  - ❖ Candidate RPL Appeal Form, appropriately completed, (including the reason for the decision of the Investigatory Panel)
  - ❖ Assessment record sheets
  - ❖ Written comments from the Moderator (as supplied to Stage Three Panel)
- ✓ The Group Assessor will convene, within 10 working days notification, a panel comprising:
  - ❖ The Group Assessor or the appropriate senior post holder
  - ❖ The Stage Two Moderator
  - ❖ The original RPL Assessor

Candidate should be invited to attend with a friend/colleague of the candidate if they wish.

The panel will reconsider the assessment evidence, led by the Group assessor.

### **Board of Directors**



- ✓ The panel must reach a decision and inform the candidate of the result within 5 days, in writing
- ✓ The decision of the panel is final
- ✓ Records of all appeals should be logged and made available as appropriate to:
  - ❖ The External Verifier
  - ❖ The quality assurance group with responsibility for assessment

Signed at: \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Management signature

\_\_\_\_\_  
Board of director's Representative Signature

**Board of Directors**

KMr Bila S (Chairperson), Mrs Baloyi RM (Deputy Chairperson), Mr Hlungwani TS (Secretary) Mr Maluleke KP (Deputy Secretary, Mr Chauke KD (Treasurer) Ms Baloyi TQ Managing Director