

RPL FOR ACCESS

INFORMATION DOCUMENT

This is an RPL for Alternative Access Information Document. Please speak to a college advisor for additional support and guidance before you start this process.



Dear prospective student

You are invited to complete the ***RPL for Access*** process which is specifically designed for those students who have not been able to meet the minimum requirements for access. This means that for whatever reason, your latest formal qualification was not at the level required for access here. This assessment process, even though it may require some time and input on your part, will enable you with another opportunity to gain access into the qualification that you desire at the college of your choice.

We make use of 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 completed 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.

What you can expect:

This process will consider and recognise your formal learning (such as schooling or other courses) and informal learning (things that you learned by accident, though participation in activities, skills you learned at work, etc.) This will be done through you providing us with all the possible evidence, knowledge and skills assessments and 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.

Please ensure that the qualification that you are applying for suits your career interests and needs. It is further of vital importance that you fully understand what the course content entails and that once completing the course it will enable you to access the career opportunities that 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 could be in the forms of a consultation regarding your career needs and expectations with a student advisor.

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

The assessments as part of this process that you will be asked to complete will focus on the following:

1. Agree to terms and conditions
2. Make online payment
3. Complete your online application process
4. Wait for the external moderators to verify your online application
5. Follow the final assessment instructions that will be sent via email
6. Receive feedback from the educational institution's Senate

Step 1: Register your profile online

Click on the link to access to the online assessment portal (<https://ceapp.co.za/login>):

[CLICK HERE TO ACCESS THE REGISTRATION PAGE](#)

Click on **REGISTER** to start the process.

Type your email and password.

Email
Password

Remember me

[Login](#)

[Lost Password?](#) [Register](#)

Read all the information on this page to ensure that you meet the requirements for this process. Once you agree that you do, click on **AGREE** and get to this page.

Now you need to provide your personal details to complete the online pre-registration process. When you are done, you will be asked to click on **REGISTER** to proceed.

Step 2: Verify your email address

In order to verify your email address, please go to your email (the one you used to register with), and look out for an email from us titled **Your profile is registered on NO:ME Connect**'.

Open up that email. At point 3, click on that link. If it is in your spam box, move it to your inbox first otherwise the link will not work. It should give you a new login screen again. Type in your username and password, and then continue as normal.

Once this is done, you can log in to your online assessment platform using your email and the password that you chose. If you forgot your password, you may reset it by clicking on **LOST PASSWORD**.

Step 3: Make Payment

Once you have logged online agreed to the terms and conditions and had a look at the over process, you will land on the payment page.

Right at the bottom of that page, you need to click on **MAKE PAYMENT** to choose your preferred payment options. Price is dependent on the college. Please chat to your college representative or view the price online in this section. It will be listed here.

Click [HERE](#) to read up on payment related questions and answers.

NOTE: For payments to clear quickly we recommend Credit or Debit Card Payments. All other methods will take 24-48 hours to reflect.

Once payment has been processed, you can log in again and start your online application process. For any queries regarding payments, email rpla@nome.co.za and someone will get back to you within normal business hours.

For ease of use, the entire RPL for Access process has been designed to be completed online. Take a look at the assessments that are expected of you to be completed below. Once you have registered and made payment online you will be tasked to completed all the steps below.

Step 4: Complete our online application form

There are nine sections that need to be completed. You do not have to complete these in one sitting, but can log out and in again in your own time. You can read about our Terms and Conditions [HERE](#).

Section 1: 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.

Section 2: Academic History

Complete your academic history by uploading your latest schooling of formal qualification results and certificate. If you have no certificate, then upload a letter explaining why. Please complete all the fields.

Section 3: Choose your Course

Choose your course, as well as the campus you want to attend. make sure it is the course that you discussed with your sales representative before starting this process. Changing courses later on becomes problematic.

Section 4: Complete the SRQ

Study Readiness Questionnaire: This multiple-choice assessment will ask you various questions about your study readiness which will aid you in preparing for your studies ahead. You cannot fail this assessment; its use is purely to aid you in your studies ahead. Feedback on the results of this assessment will be sent separately to you once you have completed all the assessments as part of this application portal.

Section 5: Complete the CAM

Competency Assessment Measure: You will be asked to complete a questionnaire on the competencies that have been highlighted as part of the course that you are applying for.

Section 6: Upload Learning Evidence

Read the instructions along this very carefully. If you find it difficult to upload a bigger size, please send your documents to rpla@nome.co.za so that we can upload this for you.

Section 7: Upload a Motivational Letter

Write a one-page motivational letter motivating your acceptance.

Section 8: Provide contactable references and their contact details

Provide the details of two contactable references.

Section 9: Verify your online application

You are at the end of the online application form. Once you click on VERIFY, an external moderator will review your online application and verify if all the information has been captured and is correct. Once the external moderator has checked your online application, they will send you the final online assessment details via email.

Section 10: The final online assessments

The final online assessments can be accessed using the username and password as well as the assessment link that is emailed to you by the external moderator. Here is a brief overview of that these assessment entail. Make absolutely sure that you do your best in these. The results count heavily towards the final recommendation.

- **English Competence Test – Multiple Choice:** This is an English Competence test. Here, we will test your ability to understand and apply the English language. There are five overall sections in this test:
 1. Logical Relationships (3 minutes)
 2. Vocabulary (3 minutes)
 3. Spelling (3 minutes)
 4. Comprehension (10 minutes)
 5. Contextual Inferences (3 minutes)

- **Mathematical Competence Test – Multiple Choice:** You are most likely going to have to complete a short online mathematical competency assessment of 35 questions which is timed for 50 minutes. You can use a calculator and writing paper to aid you in this.
- **Learning Assessment – Multiple Choice:** This is a problem-solving test that measures your Abstract Reasoning Ability; which includes the following processes (36 items timed for 18 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

FINAL STEP: Results

As soon as you have completed the online assessments as outlined above, the assessors will get to work on your final report. Your report gets sent to the college for final decision-making. Final results can not be sent from the assessment provider.

You will additionally be sent your SRQ results per email for additional information along your study readiness. Important to note is that the SRQ report is NOT YOUR FINAL REPORT. However, when you are sent the SRQ report you can rest assured that the report has been sent to the college. The college will get back to you regarding your final results and the best way forward for you.

For any online platform related queries, please email rpla@nome.co.za for assistance or click on the **HELP** button on the bottom right corner once you have clicked the link above.

There is no RPL without Learning