

2022 Recognition of Prior Learning (RPL) applications

Diploma and Advanced Diploma programmes in Architectural Technology (AT) and Interior Design (ID)

Submission of your RPL application is done in two phases:

1. Official application to CPUT

Welcome to the first step in the RPL process. CPUT would like to you to complete this form to guide you in providing additional information for your RPL application into the Diplomas or Advanced Diplomas in Architectural Technology (AT) or Interior Design (ID). The answers you give here and the information your attach will inform the academic department of the learning throughout your life. We are interested in all your learning; formal i.e diplomas or certificates from formal learning institutions, non-formal learning i.e. in-house programmes and courses not accredited and informal learning i.e. learning in the workplace, mentorship, problem solving and reading. When completing this form, please remember that you need to give us as much information as possible, as clearly as possible.

Please complete this form¹ and save it as a PDF file with your name in the filename. Create a folder on your Computer for your RPL application and save this document. In addition, prepare the following documents:

- Certified (not more than 3 months old) and scanned copy of your ID;
- Detailed CV emphasising your learning;
- A letter of support from your employer (if you are employed) confirming your employment, a brief explanation of the work you do and their support to your planned studies,
- A list of any courses you have done formally and non-formally. You will submit the certified copies of certificates of competence later on in the RPL process, and
- If you are a member of a professional body attach proof of your membership.

Once you have collected all the above listed documentation, familiarise yourself with the “Step-by-step online application guidelines RPL.” The link is on the RPL landing page: <http://www.cput.ac.za/study/rpl> Once you have read the guidelines, go online to apply to CPUT: <https://www.cput.ac.za/study/apply>

You follow the instructions in the guideline and on the application pages. As RPL applicant you need take note of the following:

- Under the tab “Result details” – you have to be older than 23;
- When asked for your matric results – your matric year should be before 2016, the “Recognition of Prior Learning” option pops up and select it;
- Under school leaving subjects – your select “O” and “NV”;
- select *one qualification* that you would like to study. Being an RPL applicant, you need to select the qualification that will enhance your career,
- You are required to upload the above listed documentation as part of your application; and
- Your documentation must not more than 2 MB.

¹¹ To complete this form electronically in PDF, click on “Tools”, “Edit”, “Add text” and type your answers into the spaces provided.

If you have problems with the on-line application, please contact the Call Centre 021 959 6767 for assistance.

If you are uncertain about the content of this questionnaire or have RPL related questions –please e-mail the RPL unit – rpl@cput.ac.za

2. Selection documentation submitted to the Department

Complete the '[2021 Applications for RPL & Advanced Diplomas in Architectural Technology & Interior Design](#)' form, starting with general questions and then uploading the following documentation: Please use this link to upload: <http://bit.ly/AdvDipl2022Googleform>

Nr	Item	Filename	File type	Max file size
1	ADMINISTRATIVE INFORMATION			
1.1	Admin info: Copy of application form	YoursumameInitials_1.1	Single file: pdf	1MB
1.2	Admin info: Certified matric certificate	YoursumameInitials_1.2	Single file: pdf	1MB
1.3	Admin info: Certified copy of passport (International) or ID (local)	YoursumameInitials_1.3	Single file: pdf	1 MB
1.4	Admin info: SAQA qualifications	YoursumameInitials_1.4	Single file: pdf	1MB
1.5	Admin info: Other certified certificates	YoursumameInitials_1.5	Single file: pdf	1MB
1.6	Admin info: Detailed CV	YoursumameInitials_1.6	Single file: pdf	1 MB
1.7	Motivation	YoursumameInitials_1.7	Single file: pdf	1 MB
2	PORTFOLIO OF EVIDENCE (PoE)			
2.1	Work Portfolio	YoursumameInitials_2.1	Single file: pdf	10 MB
2.2	Academic Portfolio	YoursumameInitials_2.2	Single file: pdf	10 MB
2.3.1	Personal Portfolio: Digital Motivation	YoursumameInitials_2.3.1	Single file: mp4	100 MB
2.3.2	Personal Portfolio: What inspires me	YoursumameInitials_2.3.2	Single file: pdf	10 MB

1. Admin information

2. Portfolio of Evidence (PoE)

The PoE comprises of a Work Portfolio, Academic Portfolio and a Personal Portfolio. Refer to filename protocol and size limitations set out below.

Work Portfolio

- Evidence of minimum number of years' work experience for access and/or advanced standing into the Advanced Diploma in Architectural Technology/ the Advanced Diploma in Interior Design.
- A sample of drawings, preferably 2D and 3D, both computer-generated and freehand, that shows a range of technical and design process documentation, photographs of physical models if available and copies of any written reports or site meeting minutes.
- Employer reference letters (if available).

Academic Portfolio

- A sample of best student work in the case of prior studies.
- Certified copy of full academic record – include all academic records, certificates and relevant validation documentation in the case of international qualifications. Include a letter to explain the reason/s for any poor past performance, or delayed qualification or termination of studies.
- Self-study: list of non-technical books read, with summaries, sketches, and/or notes if available, any online courses, including MOOCs and or CPD courses completed, sketchbooks, travel journals or any other reflective work.

Personal Portfolio

Complete the two assignments described below, to provide evidence of knowledge, skill and attitude:

- Communication/ presentation: written, graphic and verbal
- Architectural (*AT applicants*) / Interior Design (*ID applicants*) vocabulary/ design theory
- Academic literacy
- Design thinking mind-set
- Motivation, independence and ingenuity

- Digital motivation

Prepare a video of maximum 3 minutes to explain who you are, what you expect to gain from the programme (*clearly state which programme you are applying for: Advanced Diploma Interior Design / Advanced Diploma Architectural Technology*) and why you should be accepted. You may use any medium or combination of media, but please include your own voice. Make sure to reduce the file size to a minimum.

- What inspires me

Find two architectural (*for AT applicants*)/ interior design (*for ID applicants*) precedents, one local and one international award-winning project, that make you smile. Select a local precedent that you are familiar with and have visited. For each, name the architect (*AT applicants*) or name the interior designer (*ID applicants*), date and location. Use freehand sketches and diagrams and include one paragraph of 150 - 200 words, to explain why you find these designs inspirational.

Refer to the architectural interventions (AT applicants) or interior design interventions (ID applicants), in terms of their contextual responses, functional organisation, technological execution and spatial qualities.

Use a maximum of two A3 sheets, one per precedent, converted to pdf. Make sure to reduce the file size to a minimum.

Minimum RPL and Portfolio requirements:

RECOGNITION OF PRIOR LEARNING (RPL) APPLICANTS						
Student profile	Application for:	Required work experience	Required Admin information	Required Portfolio of Evidence (PoE)		
				Work	Academic	Personal
Without Diploma in AT (or equivalent) qualification, age 23+	Apply for Advanced Standing (status) into the AdvDip year-1: Show evidence for: <ul style="list-style-type: none"> • Environment 3 • Literacy 3 • Practice 3 • Design 3 • Technology 3 	Minimum 8 years	Yes	Yes	Yes	Yes
With Diploma in AT (or equivalent) qualification, age 23+	Apply for credits for AdvDip year 1 subjects: <ul style="list-style-type: none"> • Environment 4 • Literacy 4 • Practice 4 	Minimum 8 years	Yes	Yes	Yes	Yes
Without Diploma in AT (or equivalent) qualification, age 23+	Show evidence for: <ul style="list-style-type: none"> • Environment 3 • Literacy 3 • Practice 3 PLUS Apply for credits for AdvDip year 1 subjects: <ul style="list-style-type: none"> • Environment 4 • Literacy 4 • Practice 4 	Minimum 15 years	Yes	Yes	Yes	Yes