



General Information Booklet for:

Recognition of Prior Learning

Transfer of Credit

Access Assessment

(Including Application Forms)

## CONTENTS

Policy for Transfer of Credit	3
Roles & Responsibilities regarding Transfer of Credit	3
Policy for Recognition of Prior Learning	4
Roles & Responsibilities regarding RPL	5
Policy for Appeals	5
Procedure for Transfer of Credit	6
Procedure for Recognition of Prior Learning	6
Procedure for Appeal	7
Course Information	8
Information about application form	8
Access Assessment	9
Registration for Access Assessment	10
Repeating the Access Assessment	10
Fees	11
Access Assessment Registration Form	Middle of Booklet
RPL Application form	Middle of Booklet

## Credit Accumulation and Transfer / Recognition of Prior Learning

It is the policy of TEE College that CAT and RPL applications are processed for registered TEE Students in good standing only (provided that application is made on the prescribed form with the necessary supporting documentation, and that the relevant fees have been paid).

TEEC is not an accrediting body, and is therefore unable to offer advice or give assurances for studies originating outside this College where those studies are to be used or completed in a context other than this College.

Neither can TEEC offer opinions regarding the studies of non-TEEC students from the College's member churches.

It is the responsibility of the student's church to communicate ministry / ordination / candidating requirements to the student, and to assess whether the student's studies (whether TEEC or any other institution) meet the church's requirements. TEEC staff can advise on course content and programme workload, but they do not recommend or suggest study paths for students working towards formal recognition or acceptance in ministry.

New students who intend to register with TEEC and who wish to receive CAT or RPL recognition towards their TEE studies must first register with TEEC before the CAT or RPL application will be processed. Students will be given verbal advice to assist them in selecting appropriate courses at their registration. This verbal advice will in no way determine the actual outcome of the CAT or RPL process.

Applications for RPL are to be received, with all supporting documentation, before the first of September if the application is to be considered, and the credits applied, the same academic year.

## **CAT POLICY**

Course Credits will not be granted to any applicant who is not registered with TEE College.

Applicants may only be credited with courses amounting to no more than half (50%) of the qualification they wish to register for, or half (50%) of the completed qualification they possess.

**Transfer of Credits** is the policy and procedure for applicants who wish to receive course credits towards a TEE qualification on the basis of course/s passed at other registered institutions, whose courses are accredited by the CHE and registered with SAQA. Course credits can only be granted for courses if they “match” existing TEE Courses in content, credit value and NQF level.

The Application Fee for **Transfer of Credits** is **R250.00 on application and R50.00 per course credited.**

No application will be processed if:

- The applicant does not have the minimum entry requirements for the qualification.
- The application form is not completed in full.
- The application form does not have all the required documentation attached.
- The application fee is not paid.

## **Roles and Responsibilities regarding Transfer of Credit**

It is the responsibility of TEE College to:

- supply information booklet to any prospective student, on request.
- make the assessment timeously.
- give feedback to the applicant .
- inform the applicant of the appeals process.

It is the responsibility of the applicant to:

- Apply for Transfer of Credit on the official form, and to pay the applicable fees.

## **RPL POLICY**

**Recognition of Prior Learning** is the policy and procedure for applicants who are confident that they are competent in the outcomes of a TEE course because:

- a) They have completed a similar unaccredited course or courses at unregistered, institutions, **or**
- b) They have gained sufficient life experience and knowledge to be able to prove to the College's RPL Committee and Assessors that they can fulfill all the necessary requirements to meet the criteria for the TEE course that they seek a credit for.

The College will supply all applicants with the necessary information and documentation required to assist them in their application.

Please note that the RPL process is lengthy and takes a minimum of 3 months to complete.

The initial application fee **for RPL is R250.00 on application**. A further fee of **R500.00 per course** applied for is required on submission of a portfolio of evidence as set in consultation with the RPL Committee. No portfolio of evidence will be accepted without payment of the applicable fee.

The portfolio of evidence will be assessed and evaluated, and a decision will be conveyed to the applicant. If the application is successful, the applicant's student record will be updated and the applicant's student account will be charged at R50.00 per course credited.

No application for RPL will be processed if:

- The applicant does not have the minimum entry requirements required for the qualification.
- The application form is not completed in full.
- The application form does not have all the required documentation attached.
- The application fee is not paid.

## **Roles and Responsibilities regarding RPL**

It is the responsibility of TEE College to:

- supply information booklet to any prospective student, on request.
- supply diagnostic assessment.
- appoint an assessor.
- make the assessment timeously.
- give feedback to the applicant.
- inform the applicant of the appeals process.

It is the responsibility of the applicant to:

- Apply for RPL and to pay the applicable fees.
- Complete the diagnostic assessment.
- To submit a portfolio of evidence.

## **Appeals**

If an applicant is unhappy with the outcome of his/her RPL application, and believes that he/she can provide new evidence that will support his/her application, then he/she may submit an appeal within 10 working days of having received notification of the outcome of the application.

The appeal will only be considered if:

- a) It is motivated in writing.
- b) It includes the original marked portfolio of evidence
- c) it includes further new evidence to support the appeal.
- d) The applicant pays the applicable fee of R300.00 for the appeal.

The RPL Secretary will convey the outcome of the appeal to the applicant in writing. This decision will be final.

## **PROCEDURE**

### **Applying for Transfer of Credits**

- Applicant must have the minimum entry requirements for the qualification that they wish to apply for.
- Applicant must obtain the application form from the College.
- The applicant then completes the application form in full and sends it to college with proof of payment of the application fee and ALL the required documentation.
- The RPL Committee will assess the application.
- The RPL Secretary will notify the applicant in writing, of the RPL Committee's decision.
- If successful, The RPL Secretary will update the applicant's student record and the finance department will charge the relevant fee for each course credited to the student.

### **Applying for Recognition of Prior Learning**

- Applicant must have the minimum entry requirements for the qualification that they wish to apply for.
- The applicant must obtain the info booklet that contains RPL application form from the College.
- The applicant completes the application form in full and sends it to the college with the proof of payment of the application fee & all the required documentation e.g. certified copy of ID, original Matric or Senior Certificate.
- The College will send further information to the applicant which includes diagnostic assessments. This will assist the applicant in putting the portfolio of evidence together.
- The applicant must compile the portfolio and other requested evidence and submit it to the RPL Secretary with the further RPL fee.
- The RPL Committee will assign an assessor to assess the applicant's portfolio of evidence.
- Once the assessor has assessed the portfolio of evidence, it will be returned to the RPL Secretary with a decision as to whether to give a course credit for the course or not. The RPL Secretary will inform the applicant of this decision by post.

- Successful applicants will have their student record updated (a credit will be passed for the applicable course), and a fee of R50.00 per course credited will be charged to the students account.

### **Appeals**

If an applicant is unhappy with the outcome of his/her application, and believes that he/she can provide new evidence that will support his/her application, then he/she may submit an appeal within 10 working days of having received notification of the outcome of the application. The appeal will only be considered if:

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The RPL Secretary will convey the outcome of the appeal to the applicant in writing. This decision will be final.



## **COURSE INFORMATION**

To assist you in your RPL application, we have supplied the following for each course: in a separate, programme specific booklet.

- The name of the course
- The course code
- The credit value of the course
- The level of difficulty of the course
- Whether the course is Fundamental, Core or Elective
- The course description
- The course outcomes

The **Application Form** is a tear out in the centre of this booklet. *(If you receive this in electronic format, this form is the last page in the booklet)*

## **ACCESS ASSESSMENT**

### ***The Access Assessment is designed to:***

- Evaluate your academic ability in relation to the knowledge and skills required for studies in theological disciplines;
- Determine your readiness to study on a TEEC programme within the College's distance-learning context;
- Determine the most appropriate level of study and progression path within TEEC's offered programmes;
- Satisfy the relevant entrance requirement, upon successful completion and a positive recommendation for further study on TEEC programme/s.

*This assessment is ideal for people who lack the secondary schooling certification normally required as part of a registered programme's entrance requirements, as well as for those who have not done much by way of formal study since completing their secondary schooling. Students who have the necessary secondary schooling certification but have not been involved in higher education can either use the Access Assessment as an evaluation tool to test appropriateness of intended study paths or alternatively can register for the Higher Certificate in Theology – which is a shorter, attainable qualification which has clear progression paths to other programmes.*

### ***The Access Assessment:***

- does not replace or provide an alternative to secondary schooling certification (e.g. it is not an equivalent to, or replacement of, a National Senior Certificate);
- does not provide bridging or remedial support to students who are academically inadequate for study at tertiary level;
- has no value to other institutions. An Access Assessment result that recommends study on a TEEC programme is not an endorsement for entrance to study at another institution on a similar programme;
- is not a registered course or programme;
- *does not* give credit.

*The Access Assessment is an internal evaluation tool for determining the academic readiness and ability of a person wishing to study on a registered and accredited TEEC programme.*

**The assessment does not automatically lead to entrance / enrolment on a TEEC programme.**

**A successful assessment result simply indicates whether a student is granted entrance to an NQF level five, six or seven programme at TEE College. It provides no other guarantees, indicators, concessions or conditions.**

**A student still needs to register for a particular programme on the prescribed registration form, paying the relevant fees, during the registration period for that particular programme.**

### ***Accreditation***

TEE College is registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution, and it offers qualifications that are accredited by the Council on Higher Education (CHE).

The Access Assessment is not accredited or registered. It is an internal evaluation and assessment tool used by this College only. The result is not reflected on any academic record, and it does not form part of any programme.

### **Registration**

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#### ***Who may register for this assessment?***

Any person wishing to gain entrance to a higher education programme at TEE College (or evaluate their readiness for such study) may attempt the access assessment.

#### ***Repeating the Access Assessment***

The Access Assessment may be repeated at any stage if no work was done after the 1<sup>st</sup> registration.

If an Access Assessment has been failed, then the student must wait 6 months before registering to repeat it. A new assessment tool must be sent in the case of a failed Access Assessment. Repeat fees will be charged in both instances. A student who has achieved a positive outcome on the Access Assessment may not attempt it again.

The medium of instruction for all registered programmes at TEE College is English. A student needs to demonstrate competence in English as part of this assessment.

***Registration period:***

It is possible to register for the Access Assessment at any time during the year, using the prescribed registration form and paying the relevant fee. The student needs to submit the completed assessment instrument to the College for evaluation within three months (four months for students living outside of the RSA) of the registration date (the registration date is shown on the Confirmation of Registration letter). It is important that the student works alone on the assessment without collaboration or assistance, and then to submit the completed assessment in time.

Once informed of a successful result the student will be able to register on one of the offered programme/s during the normal registration period/s for that programme. Some programmes have more than one registration period, which then allows students to start their studies in the middle of the academic year.

***Articulation & Progression***

The Access Assessment result will indicate which programme/s the student can gain entrance to. The standard College and Programme regulations will apply, together with the usual rules for articulation and progression of the relevant programme.

Entering a programme through the Access Assessment does not in any way alter, exempt, condone or replace a programme's rules.

***Study Fees***

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The fee for the Access Assessment is R350.00.

***Student Financial Aid***

TEE College does not hold funds for bursaries. Please contact your denominational authorities as some churches do provide bursary assistance to their students.

## **Assessment description**

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Upon receipt of a duly completed and signed registration form together with the reconciliation of the payment of the fee, the registration will be evaluated and processed.

Students registered for the Access Assessment will be sent:

- Confirmation of Registration Letter
- SPCK text book: Understanding and Using the Bible (*which students keep*)
- Access Assessment (*A workbook in which students will write their answers and then submit in whole to the College*). This assessment may not be emailed to the college.

Once complete, the student is to submit the Access Assessment to the College (the address is supplied). This must be submitted no later than three months (four months for students living outside of the RSA) from the registration date shown on the Confirmation of Registration letter.

Access Assessments submitted after the three-month (four months for students living outside of the RSA) deadline will not be evaluated, and the student will forfeit the fee paid.

Once the evaluation is concluded, the student will be informed in writing if they have been successful, and if so which level of programme the College will offer them entrance to study.

Possible results are:

- entrance to a Higher Certificate or Advanced Certificate
- entrance to a Higher Certificate, Advanced Certificate or Diploma
- entrance to a Higher Certificate, Advanced Certificate, Diploma or Degree

A student who does not have a successful outcome may register to repeat the Access Assessment after a six month waiting period.

The **Registration Form** for the **Access Assessment** is a tear out in the centre of this booklet. If sent electronically, it will be sent as a separate attachment.

**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) or TRANSFER OF CREDITS**

NAME IN FULL: _____		Tel No: _____	
STUDENT NUMBER (if applicable): _____			
ADDRESS: _____			
_____			
CONTACT DETAILS:		(W) _____	(H) _____
(CELL) _____	Email: _____		
TEE PROGRAMME ON WHICH YOU WISH TO APPLY FOR CREDIT: _____			
LIST THE TEE COURSE/S FOR WHICH YOU WISH TO APPLY FOR CREDIT:			
1. _____	2. _____	3. _____	
4. _____	5. _____	6. _____	

**\*\*NB PLACE AN "X" IN ONE OF THE BOXES BELOW TO INDICATE YOUR APPLICATION TYPE**

Recognition of Prior Learning	Transfer of Credits
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**DOCUMENTATION REQUIRED:**

If you are a new student, you MUST send your ORIGINAL Matric Certificate PLUS a certified copy of your ID with this application form.

- For **Transfer of Credits** from registered, accredited institutions - Only ORIGINAL Transcripts of Academic Records that show Course descriptions, Credit Values or Credit Hours and NQF levels will be accepted. It is your responsibility to supply the College with all the information and documentation required. (Use registered post. We will return these to you by registered post).
- For **Recognition of Prior Learning**: On receipt of the Application Form, Application Fee, and initial required documentation, the RPL Secretary will send you further information and instructions to assist you with your application.

**FEES:**

**Transfer of Credit only:**

- R250.00 with the Application, **plus**
- R50.00 per course, if credited, payable at end of process

**Recognition of Prior Learning:**

- R250.00 with the Application **plus**
- R500.00 per course, payable on submission of evidence, **plus**
- R50.00 per course, if credited, payable at end of process

**CONDITIONS FOR RPL OR TRANSFER OF CREDIT:**

**Applications will only be processed if:**

- The required fee or proof thereof accompanies the Application.
- The Application Form is completed in full.
- The required documentation is submitted with the Application Form.

List Transcript/s / Academic Record/s attached: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_