

## Student Admission Policy - RPL

**Category:** Students

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**Responsibility:** Academic Committee

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**Signed:**

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Name

\_\_\_\_\_  
Signature

*Chairperson*

*Academic Committee*

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Position

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Committee

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# Mukhanyo Theological College

## Student Admission Policy – Recognition of Prior Learning

### 1. Introduction and Scope of Application

- 1.1. This policy applies to applicants of Mukhanyo Theological College (hereafter MTC) who do not meet the entrance requirements of the Higher Certificates, B.Th. or B.Th. Honours and who wish to apply for Recognition of Prior Learning, (hereafter RPL).
- 1.2. This policy has to be read together with the *MTC Admission Policy – General*.
- 1.3. The applicant may have acquired various skills, competencies and experience during their lifetime. This learning that may have taken place outside of formal education and training is valuable. These skills or knowledge from training conducted may have been acquired while working in any church related ministry, experience gained in the church, short courses or from community work in a relevant field. RPL permits applicants to gain recognition towards formal higher certificate and degree qualifications in the form of admission, or course exemption. This is based on the level and extent of the applicant's knowledge. Prior learning will be measured against specified prescribed learning outcomes/syllabi.
- 1.4. This policy applies to informal or non-formal learning. RPL is applicable to applicants who:
  - 1.4.1. are 23 years of age and older, that want to gain admission to an accredited programme, but do not meet the formal entrance requirements, such as a National Senior Certificate.
  - 1.4.2. have done an unaccredited qualification and want to gain exemption from courses in an accredited programme.
- 1.5. Note: Courses approved for exemption through the RPL process reflect on the academic record as "RPL credit" next to the course.

### 2. Objectives

To provide alternative access to admission, recognition and certification, for further learning and development.

### 3. Admission through RPL

- 3.1. Applicants for the Higher Certificate or B.Th. programme who meet the entrance requirements for the programme as in the Admission Policy, should only complete the Student Application form (**APP1**).
- 3.2. Applicants for the Higher Certificate or B.Th. programmes, who do not meet the entrance requirements, but:
  - 3.2.1. Have obtained a National Senior Certificate (matric) and are 23 years of age and older, should complete the **APP1** and **APP2** forms.
  - 3.2.2. Have not obtained a National Senior Certificate (matric) and are 45 years of age and older, should complete the **APP1** and **APP2** forms (mature age admission).
  - 3.2.3. Have not obtained a National Senior Certificate (matric) and are 23 - 44 years of age, with at least 3 years' church related ministry experience, may apply for admission through RPL and should complete the **APP1** and **APP2** forms.

- 3.3. Applicants for the Higher Certificate programme who do not meet the entrance requirements, but:
  - 3.3.1. Have earned two or more Focus certificates,
  - 3.3.2. Gained an average of 55% for their Focus coursesCan apply for admission through RPL and have to complete the **APP1** and **APP2** forms.
- 3.4. Applicants for the B.Th. Honours programme who do not meet the entrance requirement (accredited B.Th. degree or equivalent), but have completed informal or unaccredited bachelor's level studies in theology, should complete the **APP1** and **APP2** forms.
- 3.5. If an applicant was granted admission to a higher qualification via RPL, he/she will not receive a certificate relevant to the lower qualification, but merely be allowed to register for a relevant higher qualification.

#### 4. Exemption from courses through RPL:

- 4.1. Applicants should apply for RPL course exemption if they feel that the prior learning which they have gained meets the prescribed requirements of the equivalent course(s) offered by MTC and could consequently earn course(s) exemption.
- 4.2. An applicant who:
  - 4.2.1. has earned two or more Focus certificates,
  - 4.2.2. gained an average of 55% for his Focus courses, and
  - 4.2.3. applies for RPL admission into HC,Can apply for exemption for the Higher Certificate electives CM09 (Witness of the Church) and CP01 (Christian Preaching 1).
- 4.3. An applicant who:
  - 4.3.1. enters the HC by a way other than RPL,
  - 4.3.2. gained an average of 55% for his Focus courses, and
  - 4.3.3. has earned:
    - 4.3.3.1. two or more Focus certificates, can apply for exemption for the electives CM09 and CP01 (as above).
    - 4.3.3.2. just the Church Growth certificate, can apply for exemption for the elective CM09.
    - 4.3.3.3. a Focus certificate other than Church Growth, can get credit for the elective CP01.
- 4.4. Applicants may not re-apply for exemption of a course that was applied for previously for which the application was unsuccessful.
- 4.5. Applicants should complete form **APP3** for RPL course exemption if they feel that the prior learning which they have gained:
  - 4.5.1. in the church, ministry or missions work,
  - 4.5.2. through ministry-based training,
  - 4.5.3. through relevant training programmes,
  - 4.5.4. in community work in a relevant field,
  - 4.5.5. any relevant personal learning experiences,meets the pre-set requirements of the courses which MTC offers and could earn a course exemption.

#### 5. Procedures

- 5.1. RPL exemption of courses, and/or access to an accredited programme, will only be granted after a rigorous academic assessment of the learner profile has been carried out in terms of the MTC prescribed standards and criteria.

- 5.2. The applicant's knowledge, skills and competencies will be assessed in the form of an exam, interview, ministry related project or a portfolio (which contains records of the applicant's experience, knowledge and skills).
- 5.3. If the application is successful, the applicant will be notified accordingly by MTC. If it is not successful, alternative routes of study would be recommended.

## 6. Restriction on RPL registrations

- 6.1. Not more than 10% of a cohort of students in either the Higher Certificate, B.Th. or B.Th. Honours Degree programmes will be admitted through RPL.
- 6.2. Full qualifications cannot be awarded solely on the basis of RPL. Exemption based on RPL will be limited to not more than 50% of the courses of the qualification programme in question. The applicant has to pass the remaining courses by studying at MTC before the qualification will be awarded.

## 7. Responsibility of the Applicant

The applicant should apply for RPL by completing the appropriate form (APP2 or APP3) and paying the RPL Admin fee.

## 8. Appendices

- 8.1. RPL Application forms APP2 and APP3.
- 8.2. Forms (obtainable from MTC at email address: [study@mtc.ac.za](mailto:study@mtc.ac.za))
  - 8.2.1.1. **APP1** - Student Application Form
  - 8.2.1.2. **APP2** – RPL Application for admission to a programme
  - 8.2.1.3. **APP3** – RPL Application for the exemption of courses

Applicants should keep a copy of the completed forms that were submitted for their records and as a proof.

