

**OFFICE OF THE REGISTRAR**

Private Bag 13388, 13 Storch Street, Windhoek, NAMIBIA, Tel: (264-61) 207-2667, Fax (264-61) 207-9667

**APPLICATION FOR RECOGNITION OF NON-CERTIFIED PRIOR LEARNING**  
**(Please read the information and regulations at the back of this form)**

STUDENT INITIALS & SURNAME: .....

STUDENT NUMBER: ..... QUALIFICATION: .....

EMAIL:.....

TELEPHONE NUMBER(S): .....

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**PART A: APPLICATION**

I hereby certify that I am registered for, and wish to apply for the Assessment of Prior Learning for the following course:

COURSE	COURSE CODE
Application fee received by Cashier : Signature	

**PART B: ASSESSMENT OF PORTFOLIO OF EVIDENCE**

Portfolio of evidence assessed by: ..... (Name of Assessor)

Access to Assessment granted  Not Granted

Signature: (Assessor / HOD) ..... Date: .....

**PART C: ASSESSMENT OF PRIOR LEARNING (Only for those applicants who have successfully passed through Portfolio of Evidence stage)**

Assessment fee received by Cashier: Signature
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Assessment conducted by: ..... (Name of Assessor)

Marks (%) scored by candidate

Signature: (Assessor / HOD) ..... Date: .....

**PART D: CREDIT RECORDED (Only to be recorded for applicants who score a pass mark)**

Credit recorded

Signature: (Faculty Officer) ..... Date: .....



**STUDENT'S RECEIPT OF APPLICATION FOR RECOGNITION OF NON-CERTIFIED PRIOR LEARNING**

STUDENT NAME: ..... NUMBER: .....

RECEIVED BY: ..... DATE: .....

*(Students should keep this receipt as proof that they did apply for recognition of non-certified prior learning.)*

#### **REGULATION AC2.4 Recognition of Non-certified Prior Learning**

A registered student of the University may apply for the recognition of competencies gained through experience for the purpose of gaining exemption for a course or courses that form part of the curriculum of the programme he/she is registered for.

Students wishing to apply for such recognition of prior learning should do so in writing indicating clearly the course(s) that they wish to be assessed for, and should pay the prescribed fee. Such candidates should construct a portfolio of evidence of the learning and present this to the relevant Head of Department for appraisal. The Head of Department will grant access to the assessment of prior learning process based on his/her appraisal of the portfolio of evidence.

Candidates granted access to assessment of prior learning would be assessed using a set of assessments, which is equivalent in standard and content to the normal assessment in the course, and would be required to pay a further fee.

#### **Fees:**

RPL Application fee	180.00
RPL Assessment Fee per course	920.00