



Botswana Open  
University

# INDUCTION *on* RECOGNITION OF PRIOR LEARNING (RPL)

Inspire Tomorrow, Today

## Introduction

The Botswana Open University (BOU) has institutionalised Recognition of Prior Learning (RPL). This means acknowledgement of the work you have done, knowledge you bring and skills you have acquired (irrespective of how you acquired them) that can count towards a qualification. It is called prior learning because it is what you bring before you are taught in the classroom. Your prior learning will be recognised in the following ways:

### 1. RPL for Access

- Have you attended formal education and you could not complete hence un-certificated for your learning?
- Have you worked with the community and learnt something worth giving academic recognition?
- Have you worked for more than a year in a job that you do not have a qualification for?
- Botswana Open University can translate that into a qualification or part-qualification.

If you do not meet the entry requirements for a programme, but you have sufficient work experience that gives you knowledge and competencies that can make you meet the demands of the programme, in that case, you can be assessed and admitted through the alternative route provided the assessment finds you competent.

Your formal, informal, non-formal learning and possessed skills can be assessed against stipulated learning outcomes of your desired programme and enable you access to your preferred programme. The how and where of the learning do not matter. RPL will make it all possible! Identified gaps will be closed by training.

### 2. RPL for Credit

When you have been admitted for a programme and you feel that your work experience has given you knowledge about a subject/(s); it is allowed that you can ask for assessment without attending the lessons first. The School responsible will decide on how to assess you. If you come out competent, you will be credited for the course and get exempted from it. You can be allowed at most 40% RPL and will have to do 60% of the remaining courses with BOU.

Other services you can get:

### 3. Credit Transfer

If you did not complete a programme from your previous institution, you may wish to apply to complete the programme here in BOU. It is possible to transfer the credits if the courses done at the previous institution or the same institution are identical or comparable. The Credit transfer is considered when:

- The NQF level of the courses is the same.
- The notional hours are approximately the same.
- The learning overlaps with 80% in terms of cognitive ability and subject matter knowledge with the BOU subject.

A maximum of 50% of the credits can be transferred.

### 4. Exemptions

You will not need to go through repetitive learning if the course (s) (or the equivalent) in the current programme was covered in the previous qualification. You will need to submit a copy of your admis-

sion letter, certified transcript, certified course outline, certified Identity Documents and a completed exemption form. The form can be accessed as RPL (04) from the website under the Centre for Prior Learning Assessment. Submit the documents to [rpl@bou.ac.bw](mailto:rpl@bou.ac.bw)

RPL Service	Current Status
RPL for Access	Available
RPL for Credit	Available
Credit Transfer	Not yet available
Exemptions	Available

## 5. Application Process

The application process will come in the following stages:

### i. Information stage

Where the applicants inquire about the RPL opportunities that are available in the institution and how the process works.

### ii. Identification stage

Where the applicants explore their experiential learning and its currency with the possibility of making RPL application.

### iii. Documentation

The applicants reflect on what they know and can do then gather evidence to support their claim. Examples can be a CV, job description, performance management report or other related documents.

### iv. Assessment

The application is assessed by a subject specialist. A sequence of assessments may be used ranging from examinations, portfolio or interview. The assessment will be against the relevant criteria like the learning outcomes of a programme or the entry requirements of a programme.

### v. Certification

If the applicant is found competent, he/she will be given formal recognition that may lead to:

- Credit towards an award or exemption from some programme modules.
- Advanced entry into a programme.
- Entry into a programme.