

 **Production of RPL Portfolio of Evidence**

**Applicant:**  ………………………………………………….

Current work (if ay)…………………………………………………………….

**Programme applied for:**

………………………………………………………………………….

Dear Candidate,

Welcome to the Recognition of Prior Learning (RPL) route that would allow you to get access to the programme you seek admission for, at the university of Namibia.

For your application to be considered, you are required to produce a **portfolio of evidence**. It is the content of the portfolio of evidence that will be assessed by the assessors in the respective Schools. The assessors will ascertain the extent to which you can exhibit learning that you have acquired through work experience or any other non- accredited pathways. The assessment will be on the demonstration of learning, and NOT merely the exposure to learning opportunities. This means, Assessors are interested in the learning that you have acquired while on the job. It is not about how many years you have worked in an organization, but what you have learnt from the years of working. Therefore, the University requires you to document in a file that we call a Portfolio of evidence, your learning evidence that you have acquired on the job, or in seminars and workshops. These evidence of learning that you submit in a Portfolio are assessed and accorded recognition in relation to the demand of the programme you seek at UNAM.

**The portfolio of evidence should contain the following:**

1. Tell us what you have learned, which is related to the programme you want to apply for.
2. Where have you learnt what you know?
3. How did you learn (on the job, in seminars and workshops?)
4. What makes you think your learning meets the requirements of the Organisational Learning and Development programme?
5. Show reasons why you think you are competent to enter the Bachelor of Organisational Learning and Development programme.

It is not enough to rely on your own words to prove your ability. The University requires that you back up with EVIDENCE all your claims of knowledge, skills, values that you have made.

**Example of evidence of learning**

* Photographs in which yourself appear in action, videos of your work from where you have learnt what you know.
* Evidence of your achievements such as copies of completed projects, letters, reports on what you have achieved.
* Letters of on-the-job assessment from your work supervisors
* Performance management reports or related issues
* Certificates or qualifications attained
* Awards, prizes, or newspaper items you have produced or about your work that you did
* Explain outcomes of your competent performance such as benefits that rouse from things you did.

**Documents must bear Organisational stamps of where they were obtained.**

**Criteria of Assessment**

Apart from identifying knowledge, skills and competencies from the portfolio of evidence, assessors will ascertain that the evidence of learning submitted by candidates is appropriate and sufficient. Therefore, the following criteria of assessment will apply.

1. **Valid evidence** = the assessors will check if the evidence submitted is in line with the content of the programme applied for. They will also check if the evidence is authenticated by relevant organisations.
2. **Sufficient** = Assessors will check whether adequate learning has taken place to aid the candidate to cope with NQF Level 5 in the first year of the programme.
3. **Authenticity** = Assessors will check whether it is categorically clear that the evidence submitted is that of the applicant’s own work/ learning.
4. **Reliability** = Can the evidence be relied upon? If we google for instance, can we find some of the evidence under the applicant’s name?
5. **Currency** = UNAM has given the length period of five (5) years. This means, evidence submitted should not be older than 5 years on the date of submitting the portfolio.
* **The Portfolio of evidence must be received by the Department not later than the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , You can submit it online.**