

College Entry Applications

Information Guide

Version: CEApp – RPL for Access (Abbreviated)

Date of update: October 2019

PLEASE READ THIS DOCUMENT CAREFULLY AND THOROUGHLY

Specific information and questions also available on the following online knowledge-base:

<https://nomesupport.zendesk.com/hc/en-us>

ceapp.co.za



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How to use this guide

This guide will help you to understand the RPL for Access process and should address most of your questions that you may have. Your guide is presented in small sections posed as questions, which should provide you with answers to those posted questions.

Whenever you see the  symbol, you will be provided with a website link to additional information which are linked to the knowledge base library. Once you are in the library, you are free to click around and look for any further information.

We hope that you will find this guide into the CEApp RPL for Access process helpful. If you have any unanswered questions, you can look at the end of this guide for contact details. You can alternatively contact your educational institution representative for more information.

All the best with your application process!



Introduction

Thank you for your interest in the RPL for Access Service on CEApp.co.za. We provide you with information regarding the RPL for Access process as well as questions you may have regarding the process. Please **read to the end** as the information in this document. It will set the basis for your application process and should help you to get started and make an informed decision regarding your application process.



What is RPL for Access?

RPL for Access (RPLA) stands for Recognition of Prior Learning. The purpose of this process is to recognise your previous learning to give you an alternative way to get into higher education.



What does alternative access mean?

Alternative access means that even though you may not have met the minimum requirements for traditional access, you have this alternative route available for you to possibly get access into a course at a specific educational institution.

 <https://nomesupport.zendesk.com/hc/en-us/articles/360009099433-What-does-alternative-access-mean->



Can you give me an example of what you mean?

If you, for example, wrote matric and missed the endorsement level and received a Higher Certificate Access endorsement, but the course you want to apply for requires a Bachelor's Degree endorsement, you may follow this process to gain possible access into this course.

The educational institution determines the requirements and availability of specific categories for students. Please consult your educational institution representative for more information, as access is institution and course-specific.



What is the goal of this process?

This process aims to allow you the opportunity to do either of the following:

1. Allows alternative access into a higher qualification level than what is stated on your matric certificate endorsement.
2. Allows you the opportunity to access higher education when you are at a stage in your life where you do not qualify as someone from a school-going age, and who would have some level of experience which can supplement your studies.
3. Allows you an opportunity for access into higher education where you do not have a matric certificate, but can prove that you have reliable experiences and capacity which will allow you to apply those experiences in your studies and further learning.



Some important things to be aware of

1. This process is **NOT** an easy get-out-of-school early process. If you do not have a matric certificate and can still go back to school to finish matric, we encourage you to do so. If you are of an age where you can finish school, and you apply for this process, your application will be rejected – either by us, or the participating educational institution. The best rule of thumb here is, if you are 17 years of age and older, you should have no problem with the application process.
2. If you are already in an educational institution, you cannot use this process to skip your current course level to go on to the next. For example, if you are currently half-way through a Higher Certificate course and try to get RPL'd for a three-year degree course, your application will be declined by the educational institution as you are already within the educational system. This process is only for those who are not yet in the system, in other words, for non-traditional students.
3. Secondly, this process is also **not easy**, and you will find that you will have to put in some effort to prove that you are ready and capable to meet the demands of the course you are applying. Depending on the course and your educational institution, you may be required to complete an interview and a learning-capacity and potential assessment – to name a few of the possibilities.
4. Thirdly, going through this process **does not mean that you are entitled** to be granted access into the educational institution or course where you have applied. The institution is not obligated to accept your application if they have valid reasons not to do so. This process is a courtesy granted to you by the institution to help you along to further your education. Therefore, you have to meet all the requirements set out in this process together with the conditions set out for the course itself for alternative access. It is possible that the educational institution may have reservations about your application for a specific direction, and may suggest an **alternate route** they deem to be more suitable for you. It is to ensure that you can successfully master the course and its contents. It won't help the educational institution or yourself to set you up for failure.
5. Where you may not have met the assessed requirements for the course, but the educational institution decides to allow you access preliminarily, your access may have to be based on, for example, a well-motivated motivational letter, your own proposed study development plan as well as proposal on how you are going to ensure your success academically at the educational institution, another follow-up interview, and so on. It depends what the institution will decide at the end of the formal RPL process how they will further assess your readiness.



What are the minimum requirements to be considered for the RPL for Access process?

- You are currently within a registered course at the educational institution
- You are registered and currently studying towards your first, second or third year
- When you registered the first time, you did not make access requirements or could not produce a matric certificate with the correct endorsements.



When am I not eligible?

- You are below school leaving age
- When you are still in school/ or in a formal NQF aligned educational programme (i.e. you are at another college or educational institution). However, if you are currently enrolled in a non-NQF aligned course, you may apply.
- If you try to get out of school through this process.
- You are not able to supply any documents (South African ID/ passport, proof of experiences and or learning).
- If you are not sure whether or not you meet the minimum access requirements or not of the educational institution, in this particular case, please consult your educational institution's representative for more information and assistance.

 <https://nomesupport.zendesk.com/hc/en-us/articles/360009099553-When-do-I-NOT-qualify-for-the-RPL-for-Access-route->

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008973374-I-m-currently-in-school-May-I-do-this-process->



Is RPL for Access open to all courses and educational institutions?

No. Not all educational institutions follow this process and may have their requirements and procedures. Also, not all courses can follow this process due to the specialisation and qualification path element thereof. This would be courses like medical degrees, engineering, and so on as an example. Also, if you want to RPL yourself based on extensive experience, you may instead need to opt for the RPL for Credit process, rather than the RPL for Access process. Please contact your educational institution representative for more information and assistance.



Can I apply at more than one educational institution, or for more than one course at a time?

No. You cannot apply at more than one college, or study course at a time. If you have been unsuccessful in your application at any stage and you want to re-apply for a new path, please click on the help/support button at the bottom right-hand corner of the CEApp website to enquire about further steps.

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008962474-Can-I-apply-for-more-than-one-course->



What are you looking at in this process?

In this process, we recognise any possible learning that you may have acquired up to now, which can support you in your further education. The relevant keyword here is **learning**. If you have experiences where you have learned things that you can apply in your educational life, it will support you in your studies. Learning that you may have obtained can be of an informal nature (through out-of-school activities, sport, cultural activities, casual jobs, clubs, other things that you learned by accident, etc.) and non-formal methods (where you have learned skills that can be directly applied in your studies from a job, non-certified short courses that you took, workshops, etc.). Formal learning is also recognised – that your highest level of education, such as matric, certified classes, and so on.



How fair is this process?

We aimed to make this process as non-biased, inclusive and culturally fair as possible, within the limits of what technologically can be achieved. A reliable and valid method will consider all your informal, non-formal and formal learning up to this point in time to be considered towards your access into the course. To ensure transparency, you are given lots of information in this document as well as through further communication as the process develops. We provide you with as much assistance possible through your educational institution, as well as through our interactive services.



How is this process done?

This process will be done by you providing us with all the possible evidence, knowledge and skills through an Online RPL for Access application. The process follows more or less the following steps:

- You register for the RPL for Access process on CEApp. **Remember that you have to verify your email through your email as well before your login details will be recorded.**
- You give consent and agree to the terms and conditions of this process.

- After the consent, you pay the required fee for your process (please consult your educational institution representative for information regarding the cost for your specific process).
- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008962294-What-is-the-payment-amount-fee-for-RPL-for-Access->
- Once we received your payment, you will receive notification that your portal opened and that you can continue with the application process.
- First central part requires you to submit your biographical data, details regarding your latest formal qualifications, upload of your ID and latest highest official educational certificate or marks statement.
- Also, as part of the first section, you choose your educational institution and preferred campus. Here we also require you to indicate which course you are doing at the moment. If you are not sure what route to select, please consult your educational institution representative for assistance.
- The second part requires you to complete a study readiness questionnaire which looks at what is enhancing or hindering you in progressing through your studies.
- The third part involves you completing a Competency Assessment Measure (CAM), to help us determine your degree of competence in specific areas. This assessment will be accurate for your course and its competencies.
- The fourth part requires you to rate your learning of specific competencies up until this point in time. Here it is crucial that you critically think and evaluate your ratings here. **Be very honest and realistic in your scores.**
- The latter part of the online application will ask you to supply us with:
 - Two references who are contactable. Please do not use close family and friends, as they will be biased.
 - Any evidences you want to add to your application in support of what you already supplied. For example, videos, voice notes, work samples, photos, reference letters, certificates, and so on. The possibilities are endless. The more you can give, the better
 - a motivational message.
- Once you supplied all of the above information, you submit your application for verification and booking of the formal assessment and interview phase.



You mentioned that I have to be assessed? What does that entail?

The abbreviated standard assessment process entails the following:

- A problem solving and learning assessment
- English Competence Assessment and,
- A basic Mathematics assessment.

Your educational institution may have additional processes, such as a portfolio of learning assignments, interviews, and the like.



Essential details you have to remember:

1. **Before** you start with this application process, **make sure that this is what you want to do**. If you decide half-way that you do not want to continue, **we do not refund the fee** that you paid. We do this to force you to commit to the process and to see it through to the end.
 - ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008962334-I-would-like-to-withdraw-from-the-process>
 - ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008962374-I-want-a-refund->
2. You will notice in the application process that the questions asked will be quite comprehensive and focused on the competencies required to be successful.

3. You will receive frequent emails and sms' from us. Therefore, be on the lookout for communication from us. Also check your junk mail/ spam boxes, as our emails may be directed there by your email provider. Every email and SMS that we send to you is an essential link in the process. If you do not pay attention to them, your procedure will delay. The primary emails you should be on the lookout for are:
 - A confirmation of registration email
 - An email with your copy of the terms, conditions and consent
 - An email from Sage Pay confirming your payment
 - An email from us to inform you that your portal is active
 - After submission, a confirmation email that your application has been submitted
 - An email containing your Study Readiness Questionnaire report and development guidelines (*note that this report is not your application results report*)
4. Many of the answers we require from you will be forced responses or uploads. This means that if you did not answer or uploaded a particular question, the system would not allow you to carry on until that question or upload is done.
5. You will be required to complete a Study Readiness Questionnaire as well, which focuses on your environmental attributes, personal attributes, personality, learning orientation and technological access. Your honesty is encouraged here, which will help the educational institution to assist better if possible gaps presents itself. **Please do not let someone else complete this questionnaire on your behalf** as this will skew your results. **Note that this is not a psychometric test, nor does it claim to be one.** It is purely a developmentally-focused questionnaire about you and your circumstances.
6. We ask you to upload information along with your references. Please let your references know that they may get a call from your chosen educational institution, who may want to do a reference check on you. This is so that they are not caught completely off-guard.
7. From first activation, you should be able to complete this process is no more than a week. You can contact your educational institution for the outcome of the results about a week after you submitted your final online assessment.



Where do I register?

Now, if your educational institution representative have not pointed you into this direction already, you will have to go to ceapp.co.za

 <https://nomesupport.zendesk.com/hc/en-us/articles/360009099113-Do-I-use-the-register-or-login-button->



Can I do this process on a cell phone or tablet?

No. We strongly advise you not to do this process on a cell phone, tablet or any other mobile device. The reason is mostly for practical purposes as well as the degree of accurate and quality information being submitted. We strongly suggest that you make use of a computer or laptop. Due to the magnitude of information you have to complete or supply as well as the type of questions you will get, you will most probably find the process very uncomfortable and time-consuming. If you do not have a computer, we suggest that you visit your educational institution and complete the application from there.

The online assessments which you have to do will be timed. The times have been tightly set to avoid time-wasting and to eliminate cheating. Using a cell phone or tablet will waste time and lead to reduced scores. You are advised to avoid such risk at all cost.

 <https://nomesupport.zendesk.com/hc/en-us/articles/360009099313-Can-I-use-a-cell-phone-mobile-phone-to-apply->

 <https://nomesupport.zendesk.com/hc/en-us/articles/360009098933-I-don-t-have-a-computer-Can-I-still-apply->



I lost my password!

If you forgot your password, go the website address you received from your educational institution and click on **login**. At the bottom, you will see a link called '**forgot password**'. Click on the link and follow the instructions to reset your password. Once you are done, you can log back in at the web address you received from the educational institution and continue with the process.

- <https://nomesupport.zendesk.com/hc/en-us/articles/360009099293-I-don-t-know-my-password->
- <https://nomesupport.zendesk.com/hc/en-us/articles/360012560153-I-tried-to-register-but-get-the-message-username-or-email-already-exists->



What are the broad steps and payment details?

The fee is once-off and payable via Sage Pay/ PayFast and includes your application, assessments, study readiness report as well as final RPL report to the educational institution. Note that this fee is a once-off non-refundable payment and is not payable over time.

- <https://nomesupport.zendesk.com/hc/en-us/articles/360009099053-Can-I-pay-for-this-RPL-process-over-time->

Step 1: Register on <https://ceapp.co.za>. Click on register, determine whether or not you qualify, and continue to provide your requested details, email and password. Be on the lookout for the registration verification and confirmation email. **Make a note of your application reference number, for example, DA0001, LY1423, HF1200 etc.** This application reference number will be used to look up your data if you have any queries.

Continue to the information screens which give you the background information. Please read this carefully.

- <https://nomesupport.zendesk.com/hc/en-us/articles/360009099113-Do-I-use-the-register-or-login-button->
- <https://nomesupport.zendesk.com/hc/en-us/articles/360012560153-I-tried-to-register-but-get-the-message-username-or-email-already-exists->
- <https://nomesupport.zendesk.com/hc/en-us/articles/360012562674-I-need-to-confirm-verify-my-e-mail-How-do-I-do-that->

Step 2: Agree to the terms, conditions and consent.

Step 3: Pay the indicated non-refundable fee on Sage Pay/ PayFast – be on the lookout for the payment confirmation and notification of portal activation emails.

- Please make sure that you **reference only your P-number (Sage Pay)/ PF-Number (PayFast) for bank and EFT payments**. Incorrect references results in delayed or no service. Wrong references means that you consequently paid your fee into the wrong business account. Make sure that you have the correct reference number!

- <https://nomesupport.zendesk.com/hc/en-us/articles/360011454173-I-made-an-error-when-referencing-my-payment>
- <https://nomesupport.zendesk.com/hc/en-us/articles/360009098953-What-is-the-reference-number->
- <https://nomesupport.zendesk.com/hc/en-us/articles/360009098853-I-would-like-to-make-a-payment-What-are-your-banking-details->

- The fee is paid via retail payments, credit card (note: **NOT debit card**) or EFT (at the indicated banks on Sage Pay/ PayFast). **Please note that specific payment methods may take two to three business days to reflect.** If you want to pay cash, you can do so via a bank branch, Shoprite, Checkers, House & Home as well as Post Office. Just make sure that you follow the correct referencing methods as indicated on Sage Pay/ PayFast, such as providing the cashier the S-Code barcode, etc.

- We find that there is a bit of a lag for credit card and retail payments, but that EFT generally process faster. **Payments can take from around an hour to 72 hours to reflect.** It primarily depends on the bank service and the bank used. Please be patient here as standard banking rules and business hours apply. If you pay on a holiday or weekend, your payment will be processed the first following business day.
- After you have paid and Sage Pay/ PayFast notified us of the payment, your portal will be automatically activated. You can continue with your application process through the website when you started your registration process.

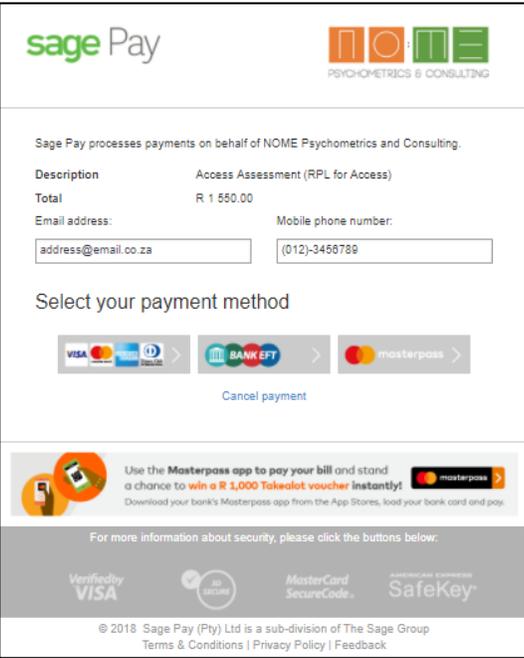
✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008962314-Where-do-I-send-my-proof-of-payment->

- If the educational institution gave you FNB or ABSA bank account details, please do not use those details as it is our old process and bank account. **Only** Sage Pay/ PayFast payments as listed below will be recognised and accepted.

✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008969994-I-received-your-banking-details-from-the-educational-institution-and-paid-the-fees-Why-is-my-profile-still-locked->

- Sage Pay/ PayFast and Options:

Landing Screen:



sage Pay

NOME
PSYCHOMETRICS & CONSULTING

Sage Pay processes payments on behalf of NOME Psychometrics and Consulting.

Description: Access Assessment (RPL for Access)
Total: R 1 550.00

Email address: Mobile phone number:

Select your payment method

VISA BANK EFT masterpass

Cancel payment

Use the Masterpass app to pay your bill and stand a chance to win a R 1,000 Takealot voucher instantly! Download your bank's Masterpass app from the App Stores, load your bank card and pay.

For more information about security, please click the buttons below:

Verified by VISA 3D SECURE MasterCard SecureCode SafeKey

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You will be presented with various payment methods. As at the publishing date of this guide, the following payment methods are available:

- EFT payments (also payment via bank branch)
- Retail payments (via Post Office, Shoprite, Checkers, USave, OK and House & Home)
- Masterpass and Visa Checkout
- Credit card payment (please note, debit cards are currently not available via Sage Pay/ PayFast)



Credit Cards – (NOTE: Sage Pay does not accept Debit cards)

The screenshot shows the Sage Pay payment interface. At the top left is the Sage Pay logo, and at the top right is the logo for NOME Psychometrics & Consulting. Below the logos, a message states: "Sage Pay processes payments on behalf of NOME Psychometrics and Consulting." A table shows the payment details: "Description: Access Assessment (RPL for Access)" and "Total: R 1 550.00". A button labeled "Change payment method" is visible. The main heading is "Credit card payment", followed by instructions: "Enter your credit card details below. For your protection, Sage Pay requires your credit card to be registered for 3D secure transactions with your bank. For more information on 3D secure please click on the link at the bottom of this page." Below this are logos for MasterCard and VISA. The form fields include: "Card number:" with a text box containing "XXXX XXXX XXXX XXXX"; "Expiry date:" with two dropdown boxes for "MM" and "YY"; "Initials and Surname as it appears on the card:" with a text box containing "JOHN DOE"; "CVC:" with a text box containing "123"; and "Budget period:" with a dropdown menu set to "0" and the text "months". A red "Pay Now!" button is at the bottom.

When you select the credit card option on the landing page, the screen at the left will appear. It will show you the amount payable as well as space for you to complete your credit card details.

Note 1: CVC refers to the three-digit code at the back of your credit card

Note 2: The credit card option is not available for debit cards. If you do not have a credit card and only a debit card, we recommend using the retail payment option or making use of the EFT option.

- <https://nomesupport.zendesk.com/hc/en-us/articles/360008962234-Do-you-take-credit-cards->
- <https://nomesupport.zendesk.com/hc/en-us/articles/360008972454-I-tried-paying-with-my-credit-card-but-it-is-declined->
- <https://nomesupport.zendesk.com/hc/en-us/articles/360008962234-Do-you-take-credit-cards->



Bank EFT (Internet banking) or Cash payment via bank branch or ATM option

Sage Pay processes payments on behalf of NOME Psychometrics and Consulting.

Description: Access Assessment (RPL for Access)
Total: R 1 550.00

Complete or change your payment method

Change payment method >

Bank EFT payment

Please select the bank you are paying from in the list below. If your bank does not appear in the list, select Other - the bank will then default to ABSA.

Bank icons: eB, FNB, N, S, Other

Use the Masterpass app to pay your bill and stand a chance to win a R 1,000 Takealot voucher instantly! Download your bank's Masterpass app from the App Stores, load your bank card and pay.

For more information about security, please click the buttons below:

Verified by VISA, 3D Secure, MasterCard SecureCode, AMERICAN EXPRESS SafeKey

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Terms & Conditions | Privacy Policy | Feedback

When you select the Bank/EFT option on the landing page, the screen on the left will appear. It will show you the amount payable as well as the banks supported for EFT payments.

Click on the appropriate bank option. For banks not listed, the choice will default to ABSA.

<https://nomesupport.zendesk.com/hc/en-us/articles/360009099013-Can-I-pay-in-cash->

Sage Pay processes payments on behalf of NOME Psychometrics and Consulting.

Description: Access Assessment (RPL for Access)
Total: R 1 550.00

Complete or change your payment method

Change payment method >

Bank EFT payment

Please log in to your internet banking and make a payment using the bank details below. Incorrect deposit references or cash deposits will incur delays.

Beneficiary: Sage Pay (Pty) Ltd
Amount: R 1 550.00
Deposit reference: P.XXXXXX ← P-Number
Bank: FNB
Bank account number: 62276113893
Branch code: 250655
Account type: Current account

Go to internet banking

Back Email details Print details Next

Use the Masterpass app to pay your bill and stand a chance to win a R 1,000 Takealot voucher instantly! Download your bank's Masterpass app from the App Stores, load your bank card and pay.

For more information about security, please click the buttons below:

In the example at the right, we used the FNB option. You are provided the following detail: Beneficiary name, Amount due (make sure you pay the correct amount), bank name, account number, branch number and account type. **Please use the deposit reference indicated in red.** Incorrect referencing will lead to your payment not being linked back to your profile, which in turn leads to no-services being rendered.

Make sure that you keep a copy of your proof of payment. Keep your deposit reference number safe. If for any reason whatsoever, we may miss your payment after seven workdays have passed, we can use your deposit reference number with Sage Pay/ PayFast to track your payment.

If you want to make a cash payment at a bank or a payment at an ATM, you can also print your payment details and make a payment through those channels. Make sure that you pay the exact amount. Do not over- or underpay. Note that you also have to use the **correct deposit reference** as indicated. Please do not use your name, surname or any other reference. Only our P-Number/ PF-Number.

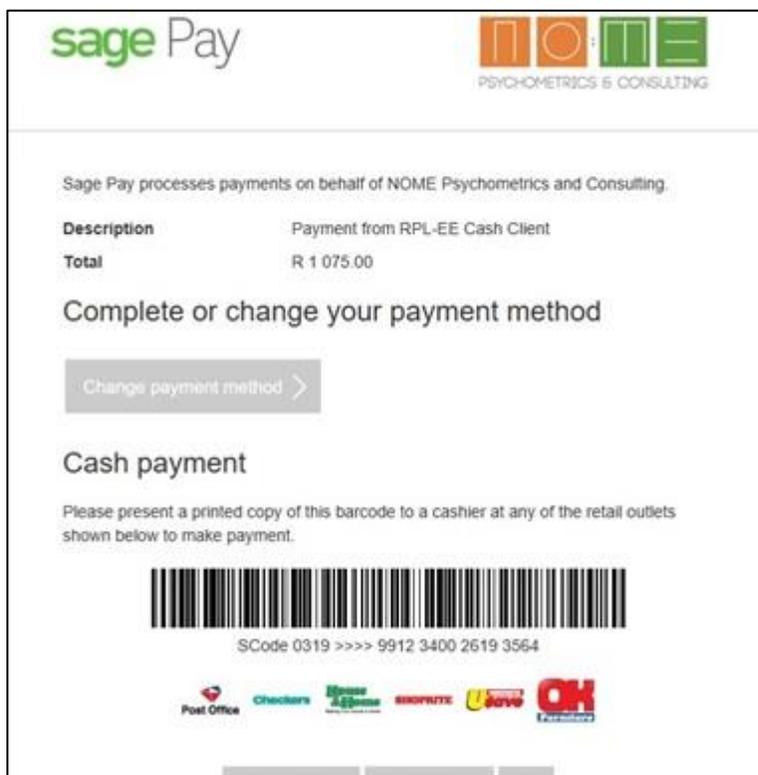
For a list of universal branch codes, you can consult this link:

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360013799914-What-are-the-branch-codes-for-the-big-four-South-African-banks->

If you are making a payment from outside South Africa, you will find the following SWIFT codes here:

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360013911753-I-need-to-pay-a-payment-outside-of-South-Africa-I-need-a-SWIFT-code-for-an-EFT-payment>

Cash Payments at Checkers, Shoprite, USave, House & Home, OK or Post Office



The screenshot shows the Sage Pay interface. At the top left is the 'sage Pay' logo. At the top right is the 'NOME PSYCHOMETRICS & CONSULTING' logo. Below the logos, it states 'Sage Pay processes payments on behalf of NOME Psychometrics and Consulting.' A table shows 'Description: Payment from RPL-EE Cash Client' and 'Total: R 1 075.00'. A button says 'Complete or change your payment method' with a sub-button 'Change payment method >'. Under 'Cash payment', it says 'Please present a printed copy of this barcode to a cashier at any of the retail outlets shown below to make payment.' A large barcode is displayed with the SCode '0319 >>>> 9912 3400 2619 3564'. At the bottom, logos for Post Office, Checkers, House & Home, SHOPRITE, USave, and OK are shown.

If you elect to pay at Checkers, Shoprite, USave, House & Home or the Post Office, you can go the direct payment route. You will get a barcode as presented below. Print out the barcode and submit it to the cashier for processing. Please note that there may be a 24 to 48-hour delay of your payment reflecting on our system as retailers do end-of-day batch processing when they send the transactions to the bank(s). Please make sure that you keep your receipt as proof of payment. If the payment did not clear after seven workdays, please contact us so that we can do a follow-up with Sage Pay/ PayFast.

Note: Make sure that you give the cashier the SCode to scan. A P-Number/ PF-Number will not be necessary for this route.

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360015609633-I-paid-at-Shoprite-Checkers-House-Home-USave-Post-Office-today-my-account-still-shows-processing>
- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360012080333-Where-can-I-make-cash-payments->
- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360011978074-I-selected-making-payment-at-Checkers-but-did-not-get-the-P-code>

Remember that the fee you are paying is **only for the RPL process**. You **do not have to pay your educational institution again for the procedure**. However, **once you are registered and fully enrolled with your educational institution, you will have to pay them directly**. Please do not pay your course fees and registration fees to the CEApp account as finding the money within the Sage/ PayFast system can take weeks or even end up with no refund at all.

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360009106653-Do-I-have-to-pay-the-educational-institution-again-when-I-do-the-assessment-exam-test->

Step 4: Login again on the website link which your educational institution referred you to at the beginning, once you received a notification that your portal profile is activated. Continue with your application process. Complete the biographical section as well as the formal education section. Please upload your ID and certificate copies here. Please upload a **clear** Pdf format wherever possible. Please note that we do not accept selfies for ID/ Passports. Your application will be declined.

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360017543614-I-paid-the-fee-where-do-I-log-back-in-to-continue-with-my-application->

Step 5: Complete the Study Readiness Questionnaire and complete your Competency Assessment Measure (CAM)

Step 7: Upload any evidence you want to upload, such as certificates, videos, voice notes, work samples, pictures, etc. to support your application. This can be to show anything you have learned and have done before applying for this process.

Step 8: Upload your motivational letter. This can be in a Word or Pdf format.

Step 9: Complete your references. We provide you with space for two. If you have additional recommendations, please upload it under your evidence. Please do not use family members as references.

Step 10: Submit your application for review – be on the lookout for an email confirming your submission.

Step 11: Wait for feedback regarding your application – We will tell you by email whether or not you need to amend your application or whether you can continue to the next assessment phase. In this email, we will provide you with your assessment username and password, and the link you have to use to do your assessment.

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360017410994-I-submitted-my-application-and-is-still-waiting-for-feedback->

Step 13: Do the assessments. Make sure that you do the assessments on a computer. Do not use a cell phone/ mobile device. You will not be able to see all the questions and will experience difficulty answer the questions. You will not be able to perform at your best. You only get one chance at answering the assessments. We do not reset assessments if you have done it on a cell phone/ mobile device. Once you are done, the data will go to a server which will process your data. A report with all your results linked to your particular course, requirements and information will be sent to your educational institution.

You should also be on the lookout for your Study Readiness report with information about what can assist or hinder you with your studies. We urge you to make use of this report as preparation for your studies.

Step 14: The education institution will come back to you with regards to the final result and decision. You may be required to do additional interviews, assessments, or to complete a personal development plan as a condition of your acceptance, if you accepted. It depends on your educational institution and course what the process will be in this particular case.

- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008962074-When-will-I-get-my-results->
- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008970434-How-long-does-it-take-for-the-results-to-be-released->
- ✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360008962354-Why-are-you-not-calling-me-about-the-results->

Step 15: When the application process is finalised, and you are confirmed as accepted, continue with enrolment at the institution. Note, when paying your educational institution – please do not use the same bank details or reference you used to pay CEApp. Use the educational institution’s bank details.



- For any platform-related difficulties: click on the blue HELP button in the bottom right-hand corner of the CEApp website
 - For Sage Pay/ PayFast enquiries: 0861 338 338, alternatively, click on the blue support button.
 - For results and any other related matters: Contact your educational institution representative.
 - Any other questions? Click on the blue support button, type your question and look for the possible articles supplied to you via the support widget. You can also go to this link: <https://nomesupport.zendesk.com/hc/en-us>. You will find valuable information on this site dealing with all matters RPL, RPL for Access applications as well as subject testing.
 - Alternatively, go one step further and log an enquiry. If you want face-to-face consultations, contact or visit your educational institution representative.
- 🌈 <https://nomesupport.zendesk.com/hc/en-us/articles/360015812494-i-need-help-for-a-specific-question-that-i-have>
- 🌈 <https://nomesupport.zendesk.com/hc/en-us/articles/360009099413-i-want-your-email-address>

We wish you all of the best and hope to see you soon in the lecture halls.

Kind regards,
CEApp Support Team
<https://ceapp.co.za>



General Terms, Conditions and Consent

You agree and consent to the following via the RPL for Access:

Understanding of process

- I understand that the primary purpose of the assessment procedure is to assist the higher educational institution in selecting candidates that meet the critical competencies required for alternative access into their registered higher education qualifications.
- I understand that in support of my application for RPL for Access at this educational institution, I am required to complete a series of diagnostic, summative and formative assessments. These assessments may include a Competency Assessment Measure, Portfolio of Learning, appropriate skills tests, a non-verbal problem-solving assessment, mathematical proficiency and a competency-based interview.

General behaviour and etiquette

- I understand that abusive behaviour, attempts at bribery, dishonesty and threats towards staff of CEApp.co.za or the educational institution will result in my application being black-listed and terminated with immediate effect.

Fees and termination of services

- I understand that the fee paid upfront is non-refundable, and will not be refunded when I change my mind about altering courses, educational institutions, fail to supply the information within the time limit, or for any other reason that may arise.

Responsibility

- I understand that on the day of the assessment day, I will ensure that I am well-rested and utterly sure of what is expected of me in the session. I understand that I can only do the assessments once and that during the assessment session, the answers I provide will be my best effort.
- I understand that I am entitled to feedback regarding my assessment results.

Voluntary supply of information and record-keeping

- I supply this information voluntarily, willingly and out of my own free will.
- I declare that the information that I provide throughout this process as well as tests are indeed real and correct. I also offer the administrators of this assessment instruments the authority and right to verify the correctness of any of this information. I accept the fact that if false information is supplied, it will automatically lead to my results being declared invalid.
- I consent to my assessment results being shared with only the relevant parties to facilitate the decision-making process regarding my application for alternative access through RPL for Access.
- I consent to my assessment results being kept on the CEApp.co.za database for documentation and research purposes as set out by the Council of Higher Education (CHE) and the South African Qualifications Authority (SAQA) with the understanding that no identifying details will be published or shared with a third party without explicit consent. Therefore, my information will remain anonymous.

Guarantee of results

- I understand that I'm not guaranteed access into the course of my choice as it is dependent on my performance in this RPL for Access process, as well as the final decision of the educational institution – for whatever the reason may be.
- I shall not hold CEApp.co.za, the educational institution or test publisher(s) responsible for the outcome of this assessment procedure.

✖ <https://nomesupport.zendesk.com/hc/en-us/articles/360015642714-What-are-the-Terms-and-Conditions->