

Dear Applicant,

Information – Recognition of Prior Learning (RPL) Process

This letter contains important information for all applicants that do not meet the formal academic entrance criteria for their intended academic programme. RPL, as defined nationally by SAQA, applies to formal, informal or non-formal learning. All RPL applications are reviewed against the entry requirements of the programme applied for.

The 2019 National Policy and Criteria for the Implementation of Recognition of Prior Learning provides for the implementation of RPL within the National Qualification Framework (NQF), and positions RPL in relation to the overarching principles and priorities of the NQF in South Africa.

Please review all details outlined per programme below to ensure you submit the correct information to guarantee your application is successful.

1. PGDip (Phase 1 of the MBA)

Non-degreed applicants:

Should you not hold a degree or a SAQA accredited NQF 7 qualification, you will be required to complete the GMAT test. The GMAT is facilitated by an external company (GMAC) and minimum score required for your application to be considered is 550. To register for the GMAT, please do so at www.mba.com. For more information on GMAT, please [click here](#).

For GMAT prep classes please [click here](#). These classes take place at GIBS but are run and managed by an external company.

2. PDBA

Non-degreed applicants:

Should you not hold a degree or a SAQA accredited NQF 7 qualification, you will be required to complete the GMAT test. The GMAT is facilitated by an external company (GMAC) and minimum score required for

your application to be considered is 550. To register for the GMAT, please do so at www.mba.com. For more information on GMAT, please [click here](#).

For GMAT prep classes please [click here](#). These classes take place at GIBS but are run and managed by an external company.

3. MPhil

Non-degreed applicants – no undergraduate qualification:

Should you not hold a degree (SAQA accredited NQF 7 qualification) or an Honours/PGDip level qualification (SAQA accredited NQF 8 qualification), you will be required to complete the GMAT test. The GMAT is facilitated by an external company (GMAC) and minimum score required for your application to be considered is 550. To register for the GMAT, please do so at www.mba.com. For more information on GMAT, please [click here](#). For GMAT prep classes please [click here](#).

These classes take place at GIBS but are run and managed by an external company.

Non-degreed applicants – no Honours level qualifications:

If you hold a degree (SAQA accredited NQF 7 qualification) but do not hold an Honours/PGDip level qualification (SAQA accredited NQF 8 qualification), you will be required to submit a portfolio of evidence in regard to recognition of prior learning to the Admissions office, as well as do the GIBS entrance test. The submitted portfolio of evidence must contain the following:

- Personal details and contact information
- Table of contents listing the sections of the POE
- Full updated CV with expanded detail in regard to work history
 - o Clear job specifications
 - o Outline specific projects/assignments worked on
 - o Outline leadership roles
 - o Explain learning outcomes gained in different roles or projects.
- Include evidence of prior learning
 - o Include certificates and transcripts

- Include certificates of attendance
- Include evidence of incomplete qualifications
- Include curriculum or outcomes of completed courses
- Records of in-house or on the job training and development
- Evidence of work-based assessment
- Evidence of professional memberships
- Evidence of achievements
- Personal experience

The portfolio of evidence should only be submitted on the request of the admissions department and post submission of the application. The POE will be reviewed in committee against the entry requirements of the MPhil programme. The POE must be submitted as a single PDF document to documents@gibs.co.za with all information and documentation required, regardless of documents being requested for the online application, NO hard copies will be accepted. Once submitted, the document is viewed as final and no changes may be made.

If you have any further queries or concerns, please contact GIBS admissions office.

Yours sincerely,

GIBS Admissions

Tel: +27 (0) 11 771 4331 / 4120

Email: admissions@gibs.co.za