



RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM 2025

You cannot upgrade your previously issued NQF7 to an NQF8 qualification – this is merely an administrative issue and does not change the value or status of the qualification. We are also not permitted to change the NQF rating arbitrarily, and you cannot upgrade it by means of an RPL.

Unfortunately, if you want an NQF8 certificate, you will have to rewrite the Board exams under the new programme.

The qualifications are portable to other CGI jurisdictions, e.g. in Canada, but you would have to contact them directly to find out the processes involved.

In conclusion all RPL granted is based on work experience and no CGISA qualification.

RPL DOCUMENTATION CHECKLIST

Portfolio of Evidence

Appropriate documentation includes, but is not limited to:

- the completion of the relevant RPL application form
- certified copy of identity document, passport or any other identification document and matric certificate. This must be certified by a Commissioner of Oaths or the SAPS.
- official academic transcripts
- evidence of attendance at Continuing Professional Development seminars
- award certificates
- a CV or resume outlining relevant work history
- statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies
- results of any relevant examinations or tests which identify that the required competencies have been met
- a record of any relevant interview that responsible staff have held with the applicant regarding required competencies.

Note: The Institute reserves the right to request further evidence after an initial examination of the portfolio has been done.

- Transcripts and award certificates must be properly certified as true copies.
- The Institute reserves the right to interrogate and verify all documentation supplied in support of an RPL application.
- An application for RPL must be accompanied by the relevant fees. Proof of deposit is required. Fees are not refundable under any circumstances. RPL evaluation will not begin before the fees are paid in full.
- The Institute will inform the student in writing of the outcome of his/her RPL application after the necessary verification processes have been completed by the QCTO.
- No RPL information, confirmation, policies, etc. will be provided telephonically.
- RPL will only be valid if confirmed in writing by the Institute.

- If the student is dissatisfied by a negative RPL evaluation, they may register an appeal against the decision which will then follow the normal examinations/assessment appeals procedure of the Institute.

The RPL process takes a minimum of 30 working days

PLEASE COMPLETE THIS GENERAL RPL APPLICATION FORM AND RETURN IT TO reception@chartgov.co.za

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Submissions cannot be done online or via fax. Hard copies of all evidence (certified) must be supplied. You must register or courier your application for tracing and tracking purposes. You must advise the Institute of the tracking number by way of email to reception@chartgov.co.za or Attention RPL Co-ordinator: Fax: 011 551 4028. The Institute cannot be held responsible for any applications that are not received.

A certified copy of your ID document must accompany your application otherwise it will not be processed.

Title:			Surname	
			Maiden Surname	
Given Names:				
Student/Member ID:				Date of Birth:
Nationality				
Home Language				
Student/Member Number				
Address:				
Postcode:				
Telephone	Home: ()		Business: ()	Cell
	Fax:		Email:	

Note: For prior completion of examinations with other examining bodies, please apply for Exemptions. Contact exemptions@chartgov.co.za.

For RPL of Modules via life/work experience, please tick the relevant modules below:

		Modules	Please tick in this column next to the relevant Modules
NQF5	Level 1	Communication	
NQF5	Level 1	Introduction to Financial Accounting	
NQF5	Level 1	Introduction to Law	
NQF5	Level 1	Introduction to Corporate Governance	
NQF6	Level 2	Managing Information Systems	
NQF6	Level 2	Principles of Business Law	
NQF6	Level 2	Advanced Financial Accounting	

NQF6	Level 2	Principles of Corporate Governance	
NQF7	Level 3	Management Principles	
NQF7	Level 3	Advanced Business Law	
NQF7	Level 3	Advanced Corporate Governance	
NQF8		Finance for Decision-making	
NQF8		Corporate Law	
NQF8		Risk and Compliance	
NQF8		Development of Strategy	
NQF8		Enterprise Risk Management	
NQF8		Public Sector Governance	
NQF8		Company Secretarial Practice	
NQF8		Applied Governance	

**THIS SECTION MUST BE COMPLETED BY THOSE WHO HAVE NOT PREVIOUSLY REGISTERED WITH THE INSTITUTE
EDUCATION AND TRAINING DETAILS**

Please attach **certified copies** of any documentation that can be used to verify the details supplied. (Not required for those who have already completed a whole qualification with the Institute.)

What is the highest level of formal schooling achieved?	
When?	
Where?	
Additional studies which you have undertaken since leaving school:	
Have you been involved in any other courses? (e.g. Staff development programmes, CPD programmes)	
Are you currently enrolled, or participating in, any other course? Please give details.	

WORK EXPERIENCE MODULES

BOARD

With the introduction of the new qualifications for company secretaries and governance professionals, a new component for assessment has been introduced. These are called “work experience modules” and must be completed before a certificate can be issued to you.

The content of these modules can be downloaded via your login on the CGISA student portal.

These modules should be completed **at your workplace**. Your employer will need to provide you with the facilities and support to complete these modules.

You will need to compile a portfolio of evidence for assessment.

Portfolios must be uploaded to the Moodle System. Details of how this will be done will be communicated in later communiques.

For queries in this regard, please email moodle@chartgov.co.za

NQF8

COMPANY SECRETARIAL ROUTE

- Company Secretarial Practice Student logbook
- Company Secretarial Practice Supervisor logbook

GOVERNANCE PROFESSIONAL ROUTE

- Governance Professional Student logbook
- Governance Professional Supervisor logbook

CGISA

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The content of these modules can be downloaded via your login on the CGISA student portal.

These modules should be completed **at your workplace**. Your employer will need to provide you with the facilities and support to complete these modules.

You will need to compile a portfolio of evidence for assessment.

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NQF7

- Governance Practitioner Student logbook
- Governance Practitioner Supervisor logbook

Payment:

Deposit	Administration Fee (non-refundable)	R515
	See fee structure below	
	Total	
	Amount Paid Now	

Proof of payment must be received by 31 March for the May examination and 31 August for the October examination – If no or part payment has been received you will be liable for outstanding fees.

Please e-mail RPL form and proof of payment to reception@chartgov.co.za

Payment options:

- Electronic Funds Transfer (EFT)
- Direct deposit into the CGISA's bank account
- Card Payment at CGISA's office with physical card Online payments via the CGISA's online portal – you have to log in as a member or student to process payment.

Deposit/Cheque Payment

Account holder: Chartered Governance Institute Southern Africa

Bank details: Nedbank

Branch name: Braamfontein

Branch code: 19 87 65

Account number: 1968 298 991

Reference: Name, Surname and Student Number **[COMPULSORY]**

Answer the following questions.

The applicant acknowledges that by submitting their application for processing they have (a) read, accepted and held themselves bound by the admissions policy and all other student policies which seek to uphold the core values of diligence, honesty and integrity of the Institute; and (b) accepted that they and the Institute are bound by these policies in processing their application for registration and admission.

	Yes	No
Have you ever been investigated and/or charged and/or convicted of any offence resulting from dishonesty, corruption, fraud, theft, perjury, misrepresentation and/or embezzlement?		
Has your estate been provisionally or finally sequestrated in any jurisdiction?		
Have you at any time been a party to a scheme of arrangement or made any other form of compromise with your creditors?		
Have you ever been found guilty in disciplinary proceedings, by an employer or professional body, due to dishonest activities?		
Have you ever previously or currently been barred from entry into any other professional body?		
Have you, at any time, had civil judgements either against you and/or involving you, including as a third party?		
Are you currently the subject of pending litigation and/or investigations in your professional capacity and /or conduct on the grounds of corruption, fraud, theft, embezzlement, perjury, and/ or misrepresentation, including those where you are a third party?		
Have you been in the past or are you currently the subject of allegations in your professional capacity which may reasonably affect the integrity of the professional standards required of a Company Secretary, Governance Professional or Governance Practitioner, which allegations may include deceit, dishonesty, misconduct and/or deception?		
Have you ever been removed from an office of trust, on the grounds of misconduct.		

If you have answered yes to any of the above, please provide the Institute with supporting documentation for further processing.

I, certify that my answers given to the above questions are true and correct.

Signed: _____

Date _____

FULL NAME IN BLOCK LETTERS

Summary of fees and RPL Limitations:

CGISA AND BOARD

Prior to 2002 the CGISA qualification was not listed on the National Qualifications Framework (NQF) and was rated by the Human Sciences Research Council (HSRC) as being at the level of a Senior Certificate (Matric) qualification plus three years of further (tertiary education) (reference 9401395/1/B). It was nevertheless a valid and fully-recognised qualification under the old dispensation.

No credit ratings or NQF levels can therefore be provided for any qualifications earned prior to 2002.

RPL Admin Fee (non-refundable)	R515,00
▪ NQF 5, NQF 6 or NQF 7 per module	R515,00
▪ NQF 5 (Level 1), NQF 6 (Level 2) or NQF 7 (Level 3) per level	R1 725 ,00
▪ NQF 8 per module	R750,00

Members in good standing will receive a 50% discount on module and level fees (excludes admin and NQF 8 module fee).

- RPL may not be granted for a module where there is a requirement that the module must be completed in order for a qualification to be awarded.

Please ensure that you sign this RPL form and complete in full;

Note: Electronic submission of this form without a signature will be regarded as formal acceptance of the terms and conditions.

PERMISSION TO PROCESS YOUR PERSONAL INFORMATION

By ticking the box below:

- You consent to CGISA processing your personal information (including the information provided by you to CGISA in this form), in order for CGISA to fulfil its obligations to you pursuant to this form and agree that CGISA may send relevant communications to you for any purposes referred to in this document and/or in connection with CGISA's activities.
- You acknowledge that processing your personal information is in your legitimate interests and is necessary in order for CGISA to carry out its functions as requested by you in terms of this form.
- You agree to the terms of CGISA's privacy policy (available at https://www.chartsec.co.za/documents/CGISA%20Privacy%20Policy_FINAL_August%202021.pdf) which sets out, *inter alia*, further information as to the personal information which CGISA processes, the purpose for such processing and your rights as a data subject.

If you do not tick the box below, CGISA will be unable to fulfil its functions in terms of this form.

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Should any of your details change, please notify us of same so that our records are as accurate as possible.