



assessment entry RPL/APL form

The Institute of Certified Bookkeepers
Internationally recognised. Locally essential.

Please complete the table below:

First Name				Telephone Number (including area code)	
Middle Name				Fax Number (incl area code)	
Surname				Cell Number	
Initials				Email Address	
Title				Address Line 1	
SA ID Number				Address Line 2	
Date of Birth				Address Line 3	
Gender				Address Line 4	
Equity (for reporting to the SETA's)	Black – African	Coloured	Black – Asian/ Indian	Address Line 5	
	White	Eastern		Postal Code	
Nationality				Geographical Area (state SA Province or other)	
Home Language				Assessment Centre	
Citizen Residence Status				Assessment Date	
Disability Status	Not Disabled	Disabled		College studying through for the qualifications	
Socio Economic Status	Employed	Unemployed			
Alternate ID Type					
Alternate ID Number					
Highest Education					

Please tick the learning area/s you are applying for:
 (Please mark with an "A" for assessment or an "R" for RPL)

National Certificate: Bookkeeping / Certified Junior Bookkeeper	FETC: Bookkeeping / Certified Senior Bookkeeper
Bookkeeping to Trial Balance	Bookkeeping to Trial Balance
Payroll and Monthly SARS Returns	Payroll and Monthly SARS Returns
Computerised Bookkeeping	Computerised Bookkeeping
Business Literacy	Financial Statements
	Cost and Management Accounting
	Business Literacy

Please tick the learning area/s you are applying for:
 (Please mark with an "A" for assessment or an "R" for RPL)

National Diploma: Technical Financial Accounting / Certified Technical Financial Accountant	National Certificate: Small Business Financial Management / Certified Small Business Financial Manager
Bookkeeping to Trial Balance	Essential Business Finance
Payroll and Monthly SARS Returns	Computerised Bookkeeping
Computerised Bookkeeping	Business Literacy
Financial Statements	How to Start a Small Business
Cost and Management Accounting	
Income Tax Returns	
Business Law and Accounting Control	
Business Literacy	

If you are applying for credits from any of the ICB programmes / learning areas via a process of Recognition of Prior Learning (RPL) or Accredited Prior Learning (APL), you are required to submit documented evidence that you have covered the required outcomes of the programme.

1. For work/practical experience (RPL), you are required to complete the relevant Portfolio of Evidence and submit this with the prescribed assessment fee.
2. For theory experience (APL), you are required to submit certified copies of actual results obtained from accredited and recognised tuition providers or professional bodies and submit this with the prescribed assessment fee.

I have fully completed this form and enclose the correct fees / proof of payment for assessment entry / RPL / APL.

DATE SIGNATURE..... (applicant)

NB. PLEASE FAX or EMAIL THE ASSESSMENT ENTRY FORM TOGETHER WITH PROOF OF PAYMENT TO THE ICB

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