



THE INSTITUTE OF LOSS ADJUSTERS OF SOUTHERN AFRICA

SAQA Recognised Professional Body for Loss Adjusters
NPC 2021/425788/08

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APPLICATION FOR RECOGNITION OF PRIOR LEARNING FOR A PROFESSIONAL DESIGNATION

SELECT DESIGNATION (PLEASE MARK WITH A CROSS (X))

Accredited Loss Adjuster	
Associate Loss Adjuster	

- IMPORTANT:** Applicants are requested to complete the form in **full**
- Write or print in black ink only or complete electronically
 - Mark with x
 - Original certified copies of qualifications and identity document **MUST** be attached to the application form **with proof of payment of the non-refundable Registration Fee**
 - Late, incomplete and/or incorrect applications will not be considered
 - Send the completed application form to charmaine@acdevelop.co.za

Recognition of Prior Learning

It is important to note that there is more than one way to obtain a designation. Recognition of Prior Learning is particular to persons who have been actively practicing in a field of employment or occupation where a qualification has either not existed or where circumstance has prevented the person from obtaining a qualification or a designation, despite them performing the functions of the occupation. The RPL process allows the person to show through a process of activities that they have acquired the knowledge, skills and workplace experience to be certified against the criteria of the qualification or a Professional Designation.

RPL is a formal process measured against a strict set of criteria as set out by the Competence framework and Professional requirements and is formally assessed through a series of submissions and assessment to confirm the acquired knowledge, skills and practical application meets the qualification or designation criteria and can therefore be certified.

Should the person not meet all the criteria for the RPL process, they are referred to a Skills Development Provider to complete the required programme to assist them in their preparation for the qualification and Board exam.

Eligibility Criteria

Eligible candidates for the RPL process must:

	ACCREDITED LOSS ADJUSTER	ASSOCIATE LOSS ADJUSTER
1.	be actively involved in Loss Adjusting for a minimum of 1 year	be actively involved in Loss Adjusting for a minimum of 2 years
2.	have been actively involved, observed or facilitated the adjustment of a claim	have been actively involved, observed or facilitated the adjustment of a claim
3.	have a minimum of an NQF Level 4 or equivalent qualification related to financial services	have a minimum of an NQF Level 4 qualification or equivalent qualification related to financial services
4.	provide a detailed CV and a letter from a mentor they are involved with granting them permission to submit the required information and documentation for the RPL process with their application form	provide a detailed CV and a letter from a mentor they are involved with granting them permission to submit the required information and documentation for the RPL process with their application form
5.	confirm their mentor for their workplace experience for the RPL process.	confirm their mentor for their workplace experience for the RPL process.

6.	submit the proof of payment of the Registration Fee with the application forms.	submit the proof of payment of the Registration Fee with the application forms.
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Terms and Conditions

1. All submission requirements must be submitted by the required due dates to be eligible to write the final exam.
2. All required fees must be paid with proof of payments submitted within the required timeframes.
3. All information provided must be verifiable, complete and truthful.

RPL Process

Application documents will be processed once all required documentation is received.

Upon acceptance, you will receive an acceptance letter and an invoice for the programme fee. Once we have confirmed payment, we will invite you to all the required meetings and provide the delivery dates and system login details.

Upon successful completion of the programme as confirmed by the moderation process, and proof of payment of the exam fee, you will be issued with a Statement of Results which allows you access to the final examination.

1.PERSONAL PARTICULARS

ILA Member	Yes		No		If yes member number													
Title																		
Surname																		
Full names																		
Identity number or passport number															Date of Birth	Date	Month	Year
Race	African		Coloured		Indian		White		Gender			M	F					
Are you a South African citizen?												Yes	No					
If NO , what is your nationality?																		
Do you have a work valid Permit?												Yes	No					
If you have permanent residence status, please indicate the date you acquired permanent residence												Date	Month	Year				
Are you a person with a disability?												Yes	No					
If yes, please provide further details																		
Residential address						Postal address												
Code						Code												
Telephone no						e-mail												
Work																		
Cell																		

2. DETAILS OF PRESENT POSITION (if applicable)

Employer			
Position		Period of employment	

3. RELEVANT OCCUPATIONAL EXPERIENCE

Years of relevant loss adjusting or non-life insurance claims experience		Month			
Employer name	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

4. SCHOOL EDUCATION

Highest standard/grade passed	Month	Year	Institution

5. POST SCHOOL EDUCATION (Completed)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	Major subjects

6. ADDITIONAL INFORMATION

Furnish any additional information which you regard as relevant in support of your application

7. FEES FOR RPL

***All Fees are VAT inclusive**

Non Refundable Registration Fee (Payable with the submission of this application form)	R 920.00
Programme Fee (Payable before receiving the material and access to study)	R3 500.00
Examination Fee (Payable before writing the exam)	R2 000.00

Re-Registration Fee (Payable with application to re-register)	R 920.00
Supplementary Exam Fee (Payable before access letter is granted to the exam)	R1 380.00

Payment to: Institute of Loss Adjusters of Southern Africa
Banking details: Standard Bank Acc no 020 6699 17, Woodmead Branch 001 255

DECLARATION BY APPLICANT

I, hereby declare that the information I have provided on this form is correct and give consent that references maybe contacted and credentials verified.

I accept the terms and conditions stated herein and commit that I will adhere to the prescribed programme requirements.

Date: _____ Signature: _____

POPI Declaration

The ILASA herewith state that the personal information provided in this application is used for the sole purpose of academic records related to this RPL Process and the required regulatory reporting due therewith.
The ILASA will not supply any personal information to anyone outside of the stipulated purpose above. By signing this document, you provide your consent and acceptance hereof.