



RPL CURRICULUM VITAE PRESCRIBED TEMPLATE

BIOGRAPHICAL DETAILS

Full Names (with Title)	:	
Surname	:	
Permanent address	:	
Mobile number	:	
Telephone number	:	
E-mail address	:	
Date of birth	:	
Place of birth	:	
Citizenship	:	
Identity Number	:	
Gender	:	
Race	:	

EDUCATIONAL QUALIFICATIONS (If applicable)*

The academic details must be in a tabulated format with respect to the degrees or diplomas that you would have attained, per the table below. The latest degree or diploma or short course should be listed first.

Date qualification attained (month and year)	Name of Institution	Qualification name	Qualification Description (modules/courses listed in bulleted format)
e.g., 2022 February		e.g., National Diploma in Building	

**This section need not be completed if the applicant does not have a formal qualification*

PROFESSIONAL AFFILIATIONS AND AWARDS (If applicable)*

In this section you are required to include membership of professional bodies that you are registered with, year of being registered and class of registration with the latest being first. If given any award that is of a professional nature, you should also detail what the award was on, by which institution and in what year it was obtained.

Name of Professional Body/Association	Membership Type	Year of membership	Current (Y/N)

*This section need not be completed if the applicant does not have a membership with or affiliation to a professional body or association

PROFESSIONAL DEVELOPMENT (If applicable)*

In this section you are required to list what training or qualifications you acquired as part of your Continuing Professional Development (i.e. on the job training or career development) in a tabular format with the latest being listed first and so on. The tabular format should show the year, place, and details of the training/ certification you acquired.

Month and year training/certification was attained	Name of Institution (Training provider)	Training/qualification name	Qualification Description (modules/courses/subjects)

*This section need not be completed if the applicant has not done CPD

CAREER HISTORY/ WORK EXPERIENCE

*Work experience plays an important role in the assessment of your application hence the need for this to be well presented in the curriculum vitae/ resume in chronological sequence. In this section you are required to provide the **construction specific experience** obtained:*

Total no. of years of experience in construction	e.g., 11 years

EMPLOYMENT HISTORY

Name of organization	
Title -Role appointment /Position Brief description of role/position	In less than 50 words e.g. Construction Manager (CM) or Construction Project Manager (CPM) ,CM 16.2 or 8.1, CPM 16.2
Duration of appointment/role/position	Start Date End Date
Reason for leaving /change	
Achievements (<i>in bullet form</i>)	
Organogram depicting position held in the organization.	Annexure or picture of the organogram

Name of organization	
Title- role appointment / Position Brief description of role/position	
Duration of appointment/role/position	Start Date End Date

Reason for leaving/change	
Achievements (<i>in bullet form</i>)	
Organogram depicting position held in the organization.	

Name of organization		
Title-role appointment /position Brief description of role/position		
Duration of appointment/role/position	Start Date	End Date
Reason for Leaving/change		
Achievements (<i>in bullet form</i>)		
Organogram depicting position held in the organization.		

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Title appointment role /position Brief description of role	
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Title appointment role /position Brief description of role	
Duration of appointment/role/position	Start Date End Date
Reason for leaving /change	
Achievements (<i>in bullet form</i>)	
Organogram depicting position held in the organization.	

Project Name													
Duration of project													
Your position /role on this project													
List Client, other role players		Client that owns the project, mention core consultants											
Brief description of the project (Type of project, location of project, scope of the project)													
Responsibilities													
Which stage(s) were you involved in? <i>(Indicate with a cross)</i>		1		2		3		4		5		6	
Describe your role according to the project stages as it relates to this project	Stage 1												
	Stage 2												
	Stage 3												
	Stage 4												
	Stage 5												
	Stage 6												

Project Name													
Duration of the project													
Your position on this project													

List Client, other role players													
Brief description of the project (Type of project, location of project, scope of the project)													
Responsibilities													
Which stage(s) were you involved in? (Indicate with a cross)		1		2		3		4		5		6	
Describe your role according to the project stages as it relates to this project	Stage 1												
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Responsibilities													
Which stage(s) were you involved in? (Indicate with a cross)		1		2		3		4		5		6	

Describe your role according to the project stages as it relates to this project	Stage 1	
	Stage 2	
	Stage 3	
	Stage 4	
	Stage 5	
	Stage 6	

Project Name													
Location													
Duration of appointment/role/position													
Title of your position													
Responsibilities													
Which stage(s) were you involved in? (Indicate with a cross)		1		2		3		4		5		6	
Describe your role according to the project stages as it relates to this project	Stage 1												
	Stage 2												
	Stage 3												
	Stage 4												
	Stage 5												

	Stage 6	
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CONTACTABLE REFEREES

In this section you should include the name of the person you worked under, the position he/she held and full contact details (i.e. e-mail address, direct telephone number and physical address). You should ensure that these are names of people who know you well and you are urged to inform them that you are placing their names as reference as the Council reserves the right to call them for verification purposes.

Name of company				
Contact Reference Name:		Designation:		
Contact Details:		Tel no: W		Cell no:
	Email address			

Name of company				
Contact Reference Name:		Designation:		
Contact Details:		Tel no: W		Cell no:
	Email address			

Name of company				
Contact Reference Name:		Designation:		
Contact Details:		Tel no: W		Cell no:
	Email address			

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Name of company				
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Contact Details:		Tel no: W		Cell no:
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Contact Details:		Tel no: W		Cell no:
	Email address			

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Contact Details:		Tel no: W		Cell no:
	Email address			

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Contact Details:		Tel no: W		Cell no:
	Email address			

Name of company				
Contact Reference Name:		Designation:		

Contact Details:		Tel no: W		Cell no:
	Email address			

Note:

- a) In the case of foreign qualifications, there must be a SAQA evaluation provided.*
- b) Certified copies of identification documents, relevant qualification certificates and professional registration must be provided where applicable.*
- c) Council reserves the right to verify any information that is provided to it and to initiate any action it deems appropriate for any incorrect information*

