

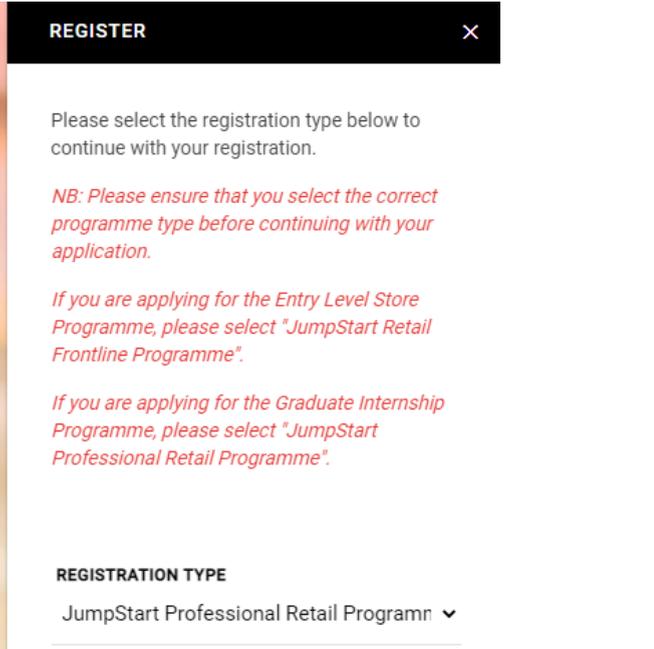
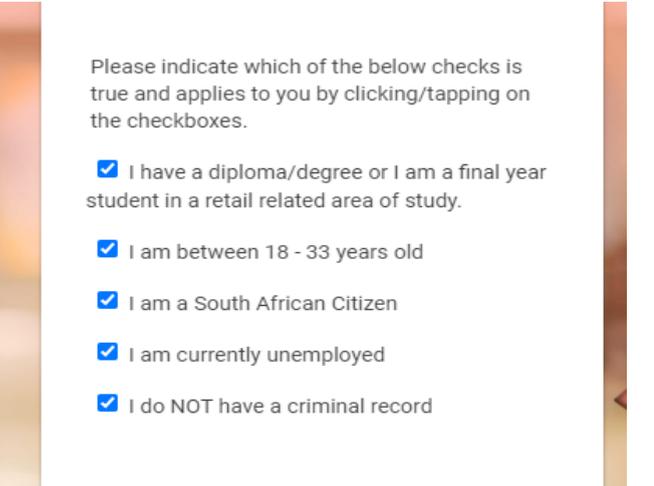
# How to apply

To apply for the Professional Retail Programme, follow these steps:

1. Visit this link: [www.rbslearning.co.za](http://www.rbslearning.co.za)
2. Select 'Register'
3. Select 'Professional Retail Programme'
4. Complete your online registration
5. Wait for an SMS that tells you if your application has been approved or declined

**If accepted:**

1. Login to the website
2. Complete online pre-assessments
3. If you pass, attend the virtual information day
4. Here, you'll be told about the online learning modules, live training and work experience

1. Complete online registration	
<p>Click this link: <a href="http://www.rbslearning.co.za">www.rbslearning.co.za</a></p>	<p>Use Google Chrome browser. Use a phone or a laptop.</p>
	<p>Applications are not open throughout the year. If they are open, select REGISTER at the bottom of the page.  If you are already registered, enter your username and password and click SIGN IN.  Select 'Professional Retail Programme'</p>
	<p>You need to complete all the questions and meet the criteria.  Check the boxes that apply to you. You can select more than one.</p>

**USERNAME: \***

My unique username is...

Please create your own unique username. Your username must include:

- 8 characters or more
- Must have NO spaces

**FIRST & MIDDLE NAMES: \***

My names as per my ID are...

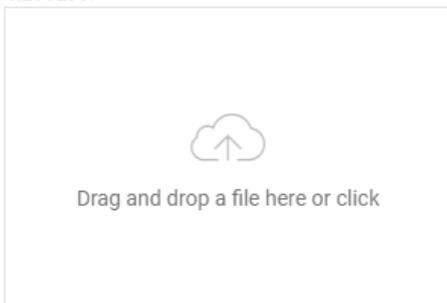
**LAST/SURNAME NAME: \***

My surname as per my ID is...

Create a unique USERNAME. Write it down and keep it safe! It's used every time you log into RBS.

The USERNAME must have at least 8 characters. There must be no spaces. Then fill in your personal details, address and contact details.

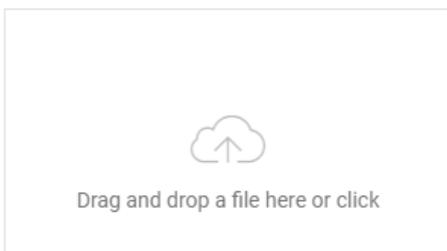
**UPLOAD A COPY OF YOUR DIPLOMA/DEGREE OR RESULTS:**



Drag and drop a file here or click

*You may upload either a JPG, PNG or PDF file.*

**UPLOAD A COPY OF YOUR ID DOCUMENT:**



Drag and drop a file here or click

Upload a copy of your Diploma or Degree and ID. Copies must be JPEG, PNG or PDF format

On a laptop: Drag-and-drop the documents from the folder where it's been saved

On a phone: Take photos of your documents. Tap on the little cloud icon for either Diploma or ID. Your phone will open another screen where you can search and then attach them.

\*You'll be asked to resubmit them if they are unclear. We'll send a SMS to let you know.

*You may upload either a JPG, PNG or PDF file.*

**PASSWORD: \***

Create a password...

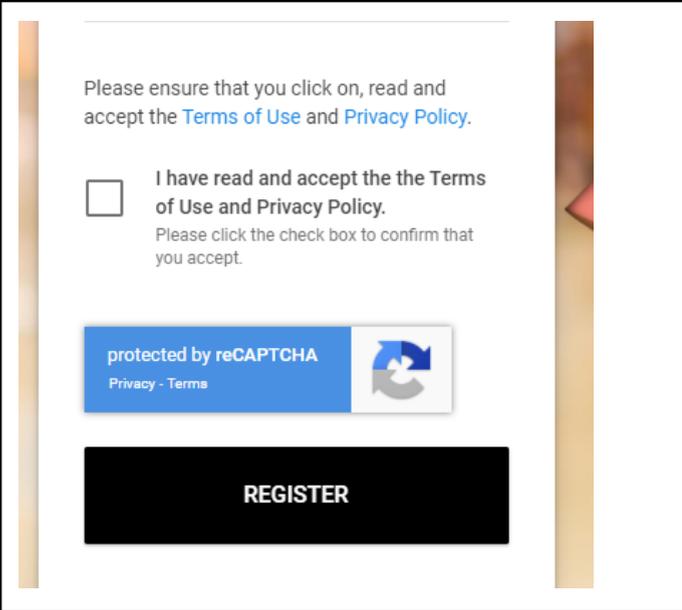
- 8 or more letters
- A number
- A symbol (!@#\$%?)
- Must have NO spaces

**RE-ENTER PASSWORD: \***

Please retype your password...

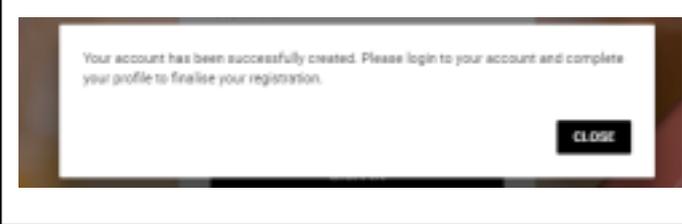
Create a password that you can remember - write it down and keep it safe! It's used every time you log into RBS.

The password must have at least 8 letters, 1 number and 1 symbol (!@#\$%). There must be no spaces.



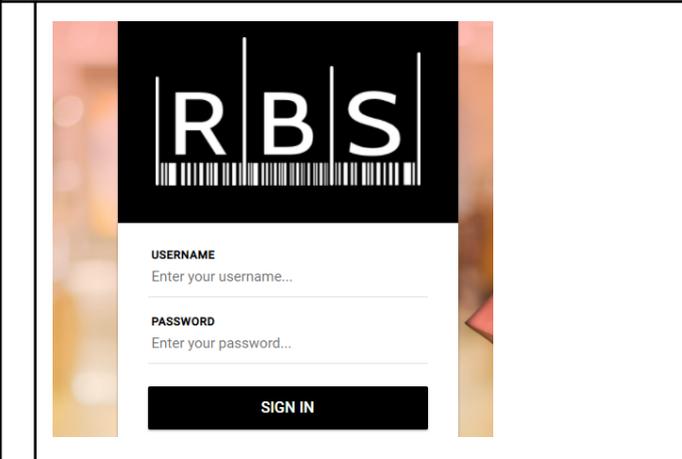
Click on “Terms of Use” and “Privacy Policy” and read them before checking the box to say that you accept them.

Once you have done this (and all the above steps) click REGISTER.



A message will pop up saying your account has been created. You will now need to login to update your profile and complete your registration

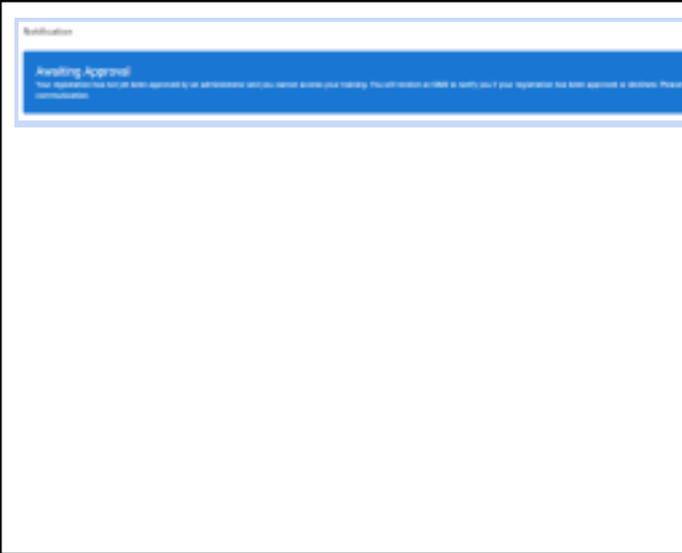
**2. Login and update your profile**



If you have already created a profile at [www.rbslearning.co.za](http://www.rbslearning.co.za) then sign in using your unique USERNAME and PASSWORD. Click on your profile. You'll need to complete all the sections to complete your registration.

Once you've completed all the questions, click SUBMIT. A pop-up message will inform you that your application is being processed.

**3. Wait for an SMS to tell you if you've been approved or declined**



You will receive a SMS once your application has been approved or declined.

If **declined**, you haven't met all the requirements. You can contact the number sent to you if you want further details.

If **approved**, you'll receive further communication from Mr Price Foundation.

- A second SMS will invite you to a virtual info day. Reply YES to SMS to process with registration.
- After this, a SMS will be sent to confirm your attendance at the Info Day.
- Before attending, you have to complete the pre-assessments online.