**Recognition of Prior Learning**

**(RPCL and RPEL)**

**Application Form**

**(Undergraduate and Postgraduate)**

***This form must be completed by learners who are applying for access to a programme OR an exemption from a programme module, based on previous experiential and/or certified learning only.***

***Applicants should familiarise themselves with the DkIT Recognition of Prior Learning (RPL) Policy and Practice.***

***( [https://www.dkit.ie/about-dkit/policies-and-guidelines/academic-policies.html#admission-progression-recognition-&-certification](https://www.dkit.ie/about-dkit/policies-and-guidelines/academic-policies.html" \l "admission-progression-recognition-&-certification) )***

***The Recognition of Prior Learning is a process by which prior learning is formally valued. It is a means by which prior learning is identified, assessed, and formally recognised by an educational institution as part of their modules and programmes on the National Framework of Qualifications. This makes it possible for an individual to build on learning achieved and to be rewarded for it.***

Dundalk Institute of Technology recognises that knowledge, skills and competencies can be acquired from a range of learning experiences, including formal, non-formal and informal.

 This is in line with the National Qualifications Framework (NQF) goals, which aim to recognise all learning achievements by supporting the development of alternative pathways to qualifications (or awards) and by facilitating the recognition of prior learning. The RPL policy applies to the admission process for a programme and to module exemptions.  RPL is defined as:

 Applicants who do not meet the academic entry requirements but have significant relevant experience may apply to access these programmes under the Institute’s Recognition of Prior Learning (RPL) policy. This allows for recognition of both formal and informal learning, non-accredited personal, professional education and work-based learning.

Responsibility for submitting claims for the recognition of prior learning rests with individual applicants. The mechanism proposed by the Institute for the presentation of learning is that of a Portfolio in which the applicant presents evidence of certified and experiential learning, as applicable.

Applicants must provide a portfolio of evidence to show that they have met, at the appropriate level, the learning outcomes expected from that module. Evidence will be verified via an interview process and/or other assessment methods. For example, the Institute may require applicants to perform a test, write a report, demonstrate proficiency or take part in other activity in order to assure itself that they have achieved these learning outcomes.

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# Section 1: Application Details:

Course/module choice. Please use one application per form and you include all relevant information. Only information provided in the application will be considered.

|  |  |  |
| --- | --- | --- |
| Course/Module Code: | Full title: | Stage: |
|  |  |  |
| Additional information (if required): | | |
| Have you made a previous RPL application to DkIT? | | |
| Details should include application date, programme, module details and outcome. | | |
| Are you submitting more than one RPL application at this time? | | |
| Details should include application date, programme, module details and outcome, if known. | | |

# Section 2: Personal Profile:

|  |
| --- |
| **If you are, or ever have been registered with DkIT, please provide your student ID** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | | |
| **Given name:** |  | | |
| **Address:** |  | | |
|  | | |
|  | | |
| **Eircode:** |  | | |
| **Email:** |  | | |
| **Mobile Phone:** |  | | |
| **Country of birth:** |  | | |
| **Nationality:** |  | | |
| **Date of birth:** |  | | |
| **PPS number:** |  | | |
| **Gender:** | Male/Female/Undeclared | |  |
| **Linkedin url**  **(if relevant)** | | This is for reference only. Only information included on this application form will be considered during the assessment process. | |
| **Personal Website/blog (if relevant)** | | This is for reference only. Only information included on this application form will be considered during the assessment process. | |

# Section 3 Education, Formal learning:

## Previous Third Level Education (Higher Education & Further Education)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of study**  **From / to (mm/yy)** | **Institute** | **Full award title** | **Award type: eg, Level 7 Ord degree** | **Result if known** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Attach transcripts of results as Appendix 1 – Attach final year module list as Appendix 1 (a). Please provide low/medium resolution image (.jpg or .png) attachments.*

*If there are specific modules from these programmes that you consider relevant to your application, please list them here, and highlight them in Appendix 2 attachments.*

|  |  |  |
| --- | --- | --- |
| **Module descriptor** | **Stage** | **Relevance** |
|  |  |  |
|  |  |  |

# Section 4: Education, Non-formal learning:

## Non-Accredited Programmes (In-house or independent training courses)

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of study**  **From to (mm/yy)** | **Provider, name (Website)** | **Course title/description** | **Result if known** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Attach transcripts of results or certificate as Appendix 2. Please provide low/medium resolution image (.jpg or .png) attachments.*

# Section 5: Work experience, Informal learning:

|  |  |  |
| --- | --- | --- |
| **Employer Name:** |  | |
| **Industry sector:** |  | |
| **Address:** |  | |
| **Phone:** |  | |
| **Position: (full title)** |  | |
| **Employment dates**  **(mm/yy)** | **From:** | **To:** |
| **Status:** | **Full Time** | **Part Time (specify)** |
| **Responsibilities:** | **Specify clearly the knowledge gained relevant to this application.** | |

Support documents e.g.: role description and/or letter from employer, attach as Appendix 3. *Please provide low/medium resolution image (.jpg or .png) attachments.*

## Additional employment(s)

|  |  |  |
| --- | --- | --- |
| **Employer Name:** |  | |
| **Industry sector:** |  | |
| **Address** |  | |
| **Phone** |  | |
| Position: (full title) |  | |
| Employment dates  (mm/yy) | From: | To: |
| Status: | Full Time | Part Time |
| **Responsibilities:** | **Specify clearly the knowledge gained relevant to this application.** | |

Support documents eg: role description and/or letter from employer (see notes), attach as Appendix 3. *Please provide low/medium resolution image (.jpg or .png) attachments.*

Section 6: Additional Information, voluntary work and or Leisure activities, relevant to this application.

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Duration (Months)** | **Relevant: responsibilities / experience / learning** |
|  |  |  |
|  |  |  |

# Section 7: Personal statement: (Max 500 words)

|  |
| --- |
| Please outline why you are submitting this application. |

Section 8: Map previous learning to programme module learning outcomes. This section is to be used by learners who are applying for an exemption from a specific module. Additional Guidelines for Learners seeking Module Exemptions for Recognised Prior Certified Learning (RPCL) and Recognised Prior Experiental Learning (RPEL) can be found in Section 9 and 10 respectively.

*Please ensure you are doing a comparison of your learning achieved against the most current version of the Learning Outcomes of the module (refer to the programme/module descriptor on the DkIT website). Please use a separate section* ***per*** *Learning Outcome. Please be detailed but concise in each section. Your evidence should focus on the matching your knowledge, skills and competencies to the module learning outcomes.*

**Learning Outcome 1:**

|  |
| --- |
| Copy from the DkIT module descriptor: |
| Details your relevant learnings in 200 words maximum |

(Supporting evidence should be attached in Appendix 4) *Please provide low/medium resolution image (.jpg or .png) attachments.*

**Learning Outcome 2:**

|  |
| --- |
| Copy from the DkIT module descriptor: |
| Details your relevant learnings in 200 words maximum |

(Supporting evidence should be attached in Appendix 4) *Please provide low/medium resolution image (.jpg or .png) attachments.*

**Learning Outcome 3:**

|  |
| --- |
| Copy from the DkIT module descriptor: |
| Details your relevant learnings in 200 words maximum |

(Supporting evidence should be attached in Appendix 4) *Please provide low/medium resolution image (.jpg or .png) attachments.*

**Learning Outcome 4:**

|  |
| --- |
| Copy from the DkIT module descriptor: |
| Details your relevant learnings in 200 words maximum |

(Supporting evidence should be attached in Appendix 4) *Please provide low/medium resolution image (.jpg or .png) attachments.*

**Learning Outcome 5:**

|  |
| --- |
| Copy from the DkIT module descriptor: |
| Details your relevant learnings in 200 words maximum |

(Supporting evidence should be attached in Appendix 4) *Please provide low/medium resolution image (.jpg or .png) attachments.*

**Learning Outcome 6:**

|  |
| --- |
| Copy from the DkIT module descriptor: |
| Details your relevant learnings in 200 words maximum |

(Supporting evidence should be attached in Appendix 4) *Please provide low/medium resolution image (.jpg or .png) attachments.*

Section 9: Guidelines for Learners seeking Module Exemptions for Prior Certified Learning (RPCL)

**In order for you to gain an exemption based on Prior Certified Learning, please ensure you are familiar with DkIT’s RPL policy and pay particular attention to the following:**

1. The module(s) you previously successfully completed must be similar in nature to the module from which you now seek exemption. Learning from a number of successfully completed modules may be combined in order to gain a single module exemption.
2. The module(s)/subject(s) previously completed must be either at the same (or higher) level in the National Framework of Qualifications than the module for which you currently seek the exemption, (e.g., if you seek an exemption from a level 7 module, you must have previously successfully completed a similar level 7 or level 8 module).
3. This application form must be submitted to your School Office by the end of Week 2 of the relevant Semester. A decision will be made within 2 weeks of submission of evidence and this decision will be communicated to you. Any evidence submitted after week 4 from the commencement of the module will **not** be considered. You may be required to attend for interview as part of this process.
4. **As per the information provided in Section 8, evidence of successful completion of Prior Certified Learning must be supplied in the form of copies of certificates** **and/or** **exam transcripts, these should be attached in Appendix 4.**
   1. A module description of the module(s) you previously completed (which should include an outline of the module’s Learning Outcomes) must accompany this form so that the academic assessor can make comparisons.
   2. If no module descriptor is available, other alternate evidence of the nature of the module can be submitted , e.g., past exam papers, lecture notes, a portfolio of reports or similar. An application for RPCL will not succeed unless such evidence is submitted.
5. The learner **must continue to attend class as normal** until he/she receives written confirmation granting an exemption for the module from their Head of Department/Section.
6. Learners that are awarded the exemption based on their Prior Certified Learning will not receive a grade but will be awarded an X on their transcript for that module. The overall average for the year will then be based on the other modules the learner completes. *Please be aware that this could be a disadvantage to you in the calculation of your overall stage award*.
7. Non-EU students will not be permitted to benefit from exemptions from Prior Certified Learning, unless it has been explicitly offered in the formal letter of admission and has been referred to in their visa application.

# Section 10: Guidelines for Learners seeking Module Exemptions for Prior Experiential Learning (RPEL)

**In order for you to gain an exemption from a module based on Prior Experiential Learning, please ensure you are familiar with DkIT’s RPL policy and pay particular attention to the following:**

1. Use this form if you wish to gain an exemption from a specific module in a semester. If you wish to gain exemption from all modules in a semester you must complete an Advanced Entry Form.
2. In order to be considered for exemption from a module by means of previous knowledge and/or experience, you must demonstrate that you have achieved the learning outcomes required in that module. All module descriptors are available on the Institute’s website and these identify the required learning outcomes for each module. It is your responsibility to convince the Institute that you have achieved a level of knowledge pertaining to these learning outcomes.
3. You must provide a portfolio of evidence to show that you have met, at the appropriate level, the learning outcomes expected from that module. This may be verified via an interview process and/or other assessment methods.
   1. For example, the Institute may require you to perform a test, write a report, demonstrate proficiency or partake in other activity in order to assure itself that you have achieved these learning outcomes.
4. **Evidence of successful completion of Prior Experiential Learning must be supplied with this application form. These may take a variety of forms: industry/ trade certificates, records of Continual Professional Development, copies of authored reports, drawings, images, videos, web links, previous job specifications, your CV, employer feedback, employer references and any other materials that help to demonstrate that you have achieved these learning outcomes.**
5. This application form must be submitted to your School Office by the end of Week 2 of the relevant semester. A decision will be made within 2 weeks of submission of evidence and communicated to you. Any evidence submitted after week 4 from the commencement of the module will **not** be considered.
6. The learner **must continue to attend class as normal** until he/she receives written confirmation granting an exemption for the module from their Head of Department/Section.

8a. For non-award years, learners that are granted an exemption based on their Prior Experiential Learning will not receive a grade but will be awarded an X on their transcript for that module. The overall average for the year will then be based on the other modules the learner completes. *Please be aware that this could be a disadvantage to you in the calculation of your overall stage award*.

8b. For award years, exemptions based on Prior Experiential Learning will only be granted under exceptional circumstances. In such circumstances, a grade must be awarded. *Please be aware that this could be a disadvantage to you in the calculation of your overall stage award*.

9. Non-EU students will not be permitted to benefit from exemptions from Prior Experiential Learning, unless it has been explicitly offered in the formal letter of admission and has been explicitly referred to in their visa application.

# Section 11: Important Notes

* Please ensure you read this document thoroughly.
* If you are using one portfolio to support your application for more than one module, please ensure to include the appropriate information on each module application form (section 1) for which exemptions are been sought.
* Please read the Recognition of Prior Learning policy to understand the implications for exemptions being awarded in award and non-award years.
* Use a separate application form for each module exemption sought
* Submit your evidence in a detailed and concise manner.
* Please ensure that you submit this form with a copy of all relevant documents. You may be asked to provide original copies later in this process.
* In order to be considered for exemption from a stage of a programme by means of previous learning, knowledge and/or experience, you must demonstrate that you have achieved the learning outcomes as outlined in Section 8. It is your responsibility to convince the Institute that you have achieved the learning outcomes as appropriate.
* Letters from an employer should verify that the experience being claimed is correct and state the author’s role in the company.
* Your portfolio of evidence will be verified via an interview process and/or other assessment methods.
* Original documents will be scrutinised as part of the assessment process.
* All images should be readable and provided as low/medium resolution (.jpg or .png) attachments.
* A final decision on applications should be communicated to the applicant within 3 weeks of receipt of the fully completed application.

By signing this document, you agree for the information in this document to be used solely for the purpose of this application. You confirm that all information provided is true, accurate and complete.

You are also accepting that any support and advice provided by DkIT staff during this application is considered as mentoring support and does not carry any entitlement.

|  |  |
| --- | --- |
| Have you registered for this module (listed in section two)? |  |

|  |  |
| --- | --- |
| Print Name: |  |

|  |  |
| --- | --- |
| Signature of applicant: |  |

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| For Office use:  Please attach a copy of any additional documents used in the decision-making process for this application. | |
| Assessor 1  Name: | Date: |
| Assessor  Name | Date: |

Appendices: *Please provide low/medium resolution image (.jpg or .png) attachments.*

*Appendix 1 Previous Third Level Education transcripts of results*

*Appendix 1 (a) Final year module list:*

*Appendix 2 Attach transcripts of results or certificate:*

Appendix 3 Supporting employment documents eg: role description and/or letter from employer.

*Appendix 4 additional relevant information*