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# Application form for Recognition of Prior Learning Experiential



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**Instructions to Applicants:**

1. This application form is to be used by applicants in order to apply for Recognition of Prior Learning Experiential
2. This application form is not for applicants currently on a TUS programme who wish to seek exemption from a module based on prior certified learning. If you would like to apply for module exemption due to prior certified learning please speak with your programme administrator and complete the relevant online application.
3. For Direct Entry applicants to TUS (non-CAO) who have not commenced a programme of study in TUS, the closing date for submission of an application is 1st May of the year of admission
4. For new CAO applicants to TUS, the closing date for submission of an application is 15th September of the year of admission, after which it will be at the discretion of the head of department.
5. The applicant initiates the process by submitting this completed RPL Application Form (Part A) and the appropriate documentation to support the application (Part B).
6. The completed RPL Application Form (Part A) and the Learning Portfolio (Part B) should be submitted to the Admissions office of TUS by the dates outlined above.

**PART A**

# 1.0Demographic Details of the Applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Student Number (if available)** |  |
| **Address:** |  |
| **Contact Number:** |  |
| **E-mail Address** |  |
| **PPS Number:** |  |

# 2.0Basis of The Application for the Recognition of Prior Learning

Please fill in the details on the Programme, Stage or Module(s) for which you are seeking the recognition of prior learning.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Basis on which the Recognition of Prior Learning is sought (*Select one option below):*** | | | | | | | |
| **Non Standard Entry** | | **Advanced Entry** | | **Granting Exemptions/Credits** | | | |
| **Programme name on which exemptions are sought:** | | | | | | | |
| **Module Title(s) for which Exemption or Credit is Sought (List below)** | **Level of Module** | | **Basis for Exemption:**   * **Certified Learning** * **Experiential Learning** | | **Documentation Included (please tick box)** | | |
| Syllabus | Transcript of Results | Learning Portfolio |
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*Note: Based on the type of RPL you are applying for different criteria will be applied in the assessment of your application.*

**PART B**

# 3.0 Education, Training and Professional Qualifications

## 3.1 Second Level Education

*This includes attendance on courses in any third level provider.*

|  |  |  |
| --- | --- | --- |
| **Name of School** |  |  |
| **Address of School** |  |  |
| **Attended** | **From Date:** | **To Date:** |

**Second Level Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Level** | **Grade obtained** | **Year of Qualification** |
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## 3.2 Third Level Education

*This includes attendance on courses in any third level provider.*

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| --- | --- | --- | --- |
| **Name of HEI:** |  |  |  |
| **Address of HEI:** |  |  |  |
| **Attended** | **From Date:** | **To Date:** |  |
| **Name of Course** |  |  |  |
| **Examination Result** | | | |
| **Subject** | **Level** | **Grade** | **Year** |
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## 3.3 Training (delete if not relevant)

*This includes attendance on external courses (e.g. City & Guilds, IMI, etc.) and on other internal training courses completed in the workplace.*

**Training Details:**

|  |  |  |
| --- | --- | --- |
| **Provider of Training:** |  |  |
| **Accrediting Body:** |  |  |
| **Location of Training:** |  |  |
| **Name of Course:** |  |  |
| **Attended** | **From Date:** | **To Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Results, Certificates of Attendance (if any)** | | | |
| **Subject** | **Level** | **Grade** | **Year** |
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## 3.4 Further Education, Professional Body Exams (delete if not relevant)

*Please fill in this section if you have completed other educational courses including continuing Professional Development, Youthreach, VTOS or PLC Courses.*

|  |  |  |
| --- | --- | --- |
| **Name of Course:** |  |  |
| **Provider** |  |  |
| **Accrediting Body:** |  |  |
| **Location of Training:** |  |  |
| **Attended** | **From Date:** | **To Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Results, Certificates of Attendance (if any)** | | | |
| **Subject** | **Level** | **Grade** | **Year** |
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## 3.5 Other Relevant Qualifications (delete if not relevant)

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| --- | --- | --- | --- |
| **Title** | **Duration** | **Provider** | **Awarding Body** |
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# 4.0 Employment History

## 4.1 Current Employment

|  |  |
| --- | --- |
| **Job Title** |  |
| **Commencement Date** |  |
| **Company Name:** |  |
| **Company Address:** |  |
| **Current Role:** |  |
| *Note: One or two sentences on this role is sufficient here* | |

## 4.2 Previous Relevant Employment

|  |  |  |
| --- | --- | --- |
| **Duration** | **From Date:** | **To Date:** |
| **Job Title:** |  |  |
| **Company Name:** |  |  |
| **Company Address:** |  |  |
| *Note: One or two sentences on this role is sufficient here.* | | |

## 4.3 Previous Relevant Employment

|  |  |  |
| --- | --- | --- |
| **Duration:** | **From Date:** | **To Date:** |
| **Job Title:** |  |  |
| **Company:** |  |  |
| **Company Address:** |  |  |
| *Note: One or two sentences on this role is sufficient here.* | | |

## 4.4 Other Relevant Experience

|  |  |  |
| --- | --- | --- |
| **Duration** | **From Date:** | **To Date:** |
| **Job Title:** |  |  |
| **Company / Organisation:** |  |  |
| **Company Address:** |  |  |
| *Note: One or two sentences on this role is sufficient here.* | | |

# 5.0 Learning Portfolio Evidence

*What is a Learning Portfolio?*

A learning portfolio is the formal documentary evidence submitted by the applicant of relevant information and documentation to support their request for the recognition of prior learning. The *Learning Portfolio* constitutes three main sections, as outlined below. Each of the Sections and the details provided therein substantiates and complements the information provided in the previous section. The learning identified by the applicant must be supported by documentary evidence in Section.

The Learning Portfolio allows the reviewer and assessor to make an informed judgement on the nature and type of prior learning that can be formally recognised as having been achieved. The nature and extent of information submitted by an applicant will differ depending on the degree and type of learning that the applicant wishes to have formally recognised. During the assessment process of prior learning, the assessing Department may require the applicant to supply further information in addition to that submitted as part of the learning portfolio. This could take the form of a written submission or interview or other methodology, as appropriate.

Instructions to Applicants:

This learning portfolio is to be used by applicants in order to provide the evidence of *Prior Experiential Learning* for module exemptions/credits to programmes of TUS.

## 5.1: Prior Certified Learning Syllabus Mapping

Prior learning mapped against the learning outcomes

*Compare your previous learning to the learning outcomes of the module in question.*

*Locate the module descriptor and learning outcomes and paste in each learning outcome. Follow this with a response that locates the equivalent learning in your previous studies.*

|  |  |
| --- | --- |
| **Table of Learning Outcomes based on Prior Certified Learning**  Paste in the learning outcome  Describe where in your previous learning (syllabus or exam paper) that this learning was achieved. | |
| **Learning Outcome:** | **Document how this Learning Outcome was achieved** |
| Learning Outcome 1: |  |
| Learning Outcome 2: |  |
| Learning Outcome 3: |  |
| Insert rows for additional learning outcomes as necessary |  |

## 5.2: Prior Experiential Learning Syllabus Mapping

*In this section you are asked to compare your learning achieved to the Learning Outcomes of the subject in question. Please verify that you have the most current version of the Learning Outcomes (these are subject to regular update).*

|  |  |
| --- | --- |
| **Table of Learning Outcomes based on Prior Experiential Learning**  *Present your understanding of the learning outcome. Bring in an example from your work/life practice to illustrate what you are saying and demonstrate what you understand* | |
| **Learning Outcome** | **Document how this learning outcome was achieved:** |
| Learning Outcome 1: |  |
| Learning Outcome 2: |  |
| Learning Outcome 3: |  |
| Insert rows for additional learning outcomes as necessary |  |

# 6.0 Learning Portfolio Documentation

## 6.1 Curriculum Vitae

Submit a copy of your most recent Curriculum Vitae.

## 6.2 Evidence of learning

### 6.2.1 Transcript of Results

### 6.2.2 Syllabus

### 6.2.3 Past exam papers

### 6.2.4 Work based documentation

All original examination certificate(s) must be seen and authenticated before the final document is submitted for assessment. Scan the original transcript of results, certificates and syllabus and save as a PDF. Then copy and paste in the PDF after the last page of this application.

|<--------- For Office Use Only---> |

|  |  |  |
| --- | --- | --- |
| **List of Items Submitted as Evidence** | **Date Original Seen** | **Verified by** |
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# 7.0 Declaration

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| **Applicant Name:** |  |
| I wish to claim credit/ exemption based on my prior learning in respect of the RPL application listed below.  I submit application documentation in accordance with the Technological University’s requirements. I accept that any advice or instruction given to me by TUS or its staff in preparing the application does not confer any entitlement to credit/ exemption in respect of the subject listed below.  I enclose:   * My completed application form (Part A) * My Learning Portfolio Documentation (Part B) * I certify that all information submitted with this application is an accurate description of my relevant learning to date. | |
| **Signature:** | |
| **Date:** | |