Procedure title	**Recognition of Prior Learning**
Associated Policy	CG3 Programmes of Education and Training
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Document owner	Education Coordinator
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Purpose
To outline a procedure for assessing applications for Recognition of Prior Learning (RPL) for:

1. Admission to a programme for applicants who do not meet the minimum entry requirements
2. Learners requesting an exemption from part of a programme on the basis of prior learning and/or qualifications

Scope
Applies to all learners and applicants.

Steps for Implementation

1. RPL for admission to a programme

If an applicant does not meet the minimum entry requirements the Lead Tutor contacts them to ascertain if an application for entry using RPL is an option for them. If it is, the Lead Tutor encourages them to apply through this route.

The Lead Tutor considers RPL applications on a case-by-case basis and supports and advises the applicant as required. This may involve a meeting with the applicant to discuss their application, determine their suitability for the programme and the programme for them.

- The applicant fills in a Recognition of Prior Learning Application Form and submits it with evidence to support their application, which may include some or all of the following:
  - An up-to-date CV
  - Details of training programmes attended
  - Job descriptions and relevant work experience
  - Personal statement
  - References
- The Lead Tutor
  - Decides whether to offer the applicant a place based on their application, supporting documents and discussions with them.
  - Contacts the applicant to advise them of the outcome of their application.
- If the applicant is accepted, the application process continues as standard.

- If the applicant is not offered a place, the Lead Tutor explains the rationale for the decision and notifies the applicant of their right to appeal.
- Appeals are reviewed by the Chair of the Education Board, whose decision is final.

2. **RPL for exemptions within programmes**

- The applicant fills in a Recognition of Prior Learning Application Form and submits it to the Lead Tutor.
- To applicant must be able to demonstrate that they have the capacity to achieve the programme learning outcomes without attending or participating in the programme or part of the programme by submitting a portfolio of valid and reliable evidence consisting of:
  - A copy of the award certificate which forms the basis of their application
  - Details of the learning outcomes of the prior programme, mapped to the learning outcomes of the current programme
  - Copies of assessment results
  - Samples of work
  - An academic reference
  - A signed declaration by the applicant that the work is their own
- The Lead Tutor assesses the application and the portfolio of documents and may hold discussions with the applicant to clarify details.
- The Lead Tutor:
  - Verifies the authenticity of the documents
  - Determines whether the evidence matches the learning outcomes for the programme and the standard required
  - If appropriate, implements the Guidelines for Exemptions that apply to the programme. These guidelines are set out by the Programme Design Team at the design stage
  - Decides whether or not to offer exemptions the basis of the evidence submitted and the clarifications obtained
  - Contacts the applicant to advise them of the outcome of their application
  - If exemptions are not granted the learner is notified of their right to appeal
- If exemptions are granted the Lead Tutor notifies the outcome to the Internal Verifier who details the exemptions in the internal verification report.
- Appeals are reviewed by the Chair of the Education Board, whose decision is final.

Reference Documents
Recognition of Prior Learning in Irish Further Education and Training (FET) QQI

Supporting Documents
Recognition of Prior Learning Application Form