P9 S6 Recognition of Prior Learning Application Form

This application form is written in line with **Principles and Operational Guidelines for the Recognition of Prior Learning in Further and Higher Education and Training**.

Recognition Of Prior Learning (Rpl) Application Form
This application form is your request for consideration to initiate the RPL process to have your experiential learning (learning from your work and your community activities) considered for an award. Experiential learning is skills, knowledge and competencies that you may have gained through non-formal learning (course at work, supplementary training, further education courses, etc.) and informal learning (work practice, roles at work or in your community, hobbies, interests, etc.).

The RPL process requires that the skills, knowledge and competencies you have achieved are compared with the learning outcomes (standards) of the award you wish to be considered for.

You should complete all sections of this application form.
Include copies of certificates / diplomas etc., that you have gained.

If your application is accepted, you will be required to register as a learner with Forus Training, and meet with an RPL Mentor, document your learning and participate in an interview or dialogue. Please also note that if the module requires it, you may be asked to complete a skills demonstration / practical activity.

If your application form is not approved for the RPL process, you have the right to appeal that decision. You must make your appeal within 14 days of receipt of the decision and outline the area of the decision that you are basing your appeal on.
Please return the completed application form to the RPL office either by email or post:
Email: registrations@forustraining.ie
Post: Recognition of Prior Learning Office, Forus Training, Castle House, Castle Street, Mullingar, Co. Westmeath N91 Y896

Submission timeframe:
Submit this form as early as possible, preferably before you commence the relevant module/stage/programme. An application for RPL relating to a particular course should be submitted three weeks prior to the module/course commencing. Please include an up to date CV along with your application.

This application for RPL may be submitted with your programme application. Please upload your completed form, electronically or in hard copy, to hello@forustraining.ie

Completing the Form:
Before completing the RPL application form, please ensure you have read the Recognition of Prior Learning Guide for Applicants and the Recognition of Prior Learning Academic Policy P9 S2 C1 Recognition of Prior Learning and Exemptions Policy) and that RPL applications to have prior learning recognised to count towards the credit requirements for your programme are accepted by **Forus Training** governing your programme.
All applicants must complete Session 1 (Personal Details) and 5 (Applicant Declaration).
Please complete section 1/2/3 based on the type of prior learning you are applying to have recognised:
- ☐ **Learning previously accredited by QQI:** please complete Section 3 (formal).
- ☐ **Learning accredited at another Higher Education Institute:** please complete Section 3 (informal).
- ☐ **Experiential learning:** please complete Section 4.

Incomplete applications will not be accepted. As part of your application, you must complete the form and supply all required supporting documentation relevant to your application and sign the form as required. If you are submitting this form as part of your online application you can upload all supporting documentation to your application. A checklist is included at the back of this form to assist you.

Additional information:
- This is not a programme application form - to apply for a place on a Forus Training QQI programme, please refer to www.forustraining.ie/apply.

- Receiving an offer of admission to a programme is not a guarantee that you will be successful in any RPL application to have prior learning recognised and credit applied to the Forus Training QQI programme.
- If you would like to submit your application electronically and do not have an electronic signature, you should type your name in the signature section and this will be taken as your signature for the purposes of this application. If you do not sign/type your name here, your application will be deemed incomplete and will not be accepted.
- The amount of credit based on prior learning that you have transferred towards your QQI programme is determined by Forus Training.
- In some cases your application may not be successful or you may not receive RPL for the amount of credit in which you applied. In some cases, you are responsible for all assessments associated with the modules on your programme and therefore should register for, attend and participate in the module(s) until you are informed of the outcome of your application.
- Forus Training reserves the right to contact an institution or referee to verify information provided.

Section 1: Applicant Details   PLEASE USE BLOCK CAPITALS

First Name:		Surname:	
Address Line 1:		Email:	
Address Town:		Programme Title:	
Address County:		Start Date:	
Address Eircode:		Finish Date:	
Phone Number:			

Section 2 : Module(s) or Course/s in Which RPL is Sought:

Major / Minor award(s) in:

	Major Award Name:	
	Major Award Code:	
	Please state details for the specific modules you are looking to gain RPL for:	
	Module Code:	Module Title:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Please indicate below if you have any certified qualifications to support your RPL Application e.g. QQI modules already certified, Degrees, Diplomas, Leaving Certificate, Junior/Intermediate Certificate, NVQs, City & Guilds

FORMAL QUALIFICATIONS:

Title:	Code:
Date Awarded:	Awarding Body:

Learning Outcomes Achieved:

FORMAL QUALIFICATIONS:

Title:	Code:
Date Awarded:	Awarding Body:

Learning Outcomes Achieved:

FORMAL QUALIFICATIONS:

Title:	Code:
Date Awarded:	Awarding Body:

Learning Outcomes Achieved:

FORMAL QUALIFICATIONS:

Title:	Code:
Date Awarded:	Awarding Body:

Learning Outcomes Achieved:

Indicate what non-formal training you wish to have considered to support your RPL Application

INFORMAL QUALIFICATIONS/TRAINING:

Course:	Title:
Date Delivered:	Duration:

Course Objectives:

INFORMAL QUALIFICATIONS:

Course:	Title:
Date Delivered:	Duration:

Course Objectives:

INFORMAL QUALIFICATIONS:

Course:	Title:
Date Delivered:	Duration:

Course Objectives:

Section 4: Details Of Prior Experiential Learning

Work Experience

Please provide details of your current and previous roles at work that are relevant to this application

Current Work

Name of Employer/Company:	
Your Current Role Title:	
Start date:	

Duties and responsibilities:	
Any additional information:	

Past Work Experience	
Name of Employer/Company:	
Your Role Title:	
Start date:	
Finish date:	
Duties and responsibilities:	
Any additional information:	

Past Work Experience	
Name of Employer/Company:	
Your Role Title:	
Start date:	
Finish date:	
Duties and responsibilities:	
Any additional information:	

Life Experience
Please provide information of any additional Life experience, etc. that you think might be relevant (e.g. committee member, volunteer, clubs). Attach additional pages if necessary
Indicate the ways in which you believe your prior and current experience relates to the course for which you are applying for Recognition of Prior Learning.

Achieved Learning	
What skills do you use in your work and give a brief example and explanation of how you use each skill.	
Skill	Explanation

Supporting Documentation	
Please list any documents that you have attached to this application that you would like to be considered in the assessment of your application. Documents can include: CV, copies of certificates, references, testimonials etc.	
CV Attached: Yes ☐ No ☐	
No.	Document Details

Section 5: Applicant Declaration

I confirm that I have read the Recognition of Prior Learning Academic Policy and Recognition of Prior Learning Guide for applicants (available at Forustraining.ie/) and consulted the checklist at the backlist of this form and I understand the possible implications of receiving credit towards my QQI programme e.g. in relation to professional accreditation.

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of Forus Training involved in the determining and implementing my request and I understand

that Forus Training may verify the information I have provided, e.g. by contacting a previous institution or referee included as part of my application.

I also understand that my application may not be successful or I may not receive RPL for the amount of credit I applied for. In such cases, I understand that I am responsible for all assessments associated with the modules on my programme and therefore should register for, attend and participate in the module(s) until I have been informed of the outcome of my application.

I understand that the information provided on this form is for the administration of your application only and is not to be used for any other purpose. Health information will be provided if the Learner has a medical condition or requires medication that may be relevant. This information must be kept confidential.

Signature:	
Print Name:	Date:

Section 5: Office Use Only

Application successful:	Successful ☐	Unsuccessful ☐

Decision details:	

Signature:	Date:

P9 S6 Reasonable Accommodation in Assessment Application Form

Checklist for applicants when making a recognition of prior learning application

- Have you filled in your personal details?
- Have you completed the relevant sections?
- Have you signed the form (for online submissions, please type your name in the space provided for your signature)?
- Have you read the Recognition for Prior Learning Guide for applicants below?

Applicants requesting credit exemption based on learning accredited an another Higher Education Institute i.e. not QQI – have you attached the following supporting documents?

- An official transcript of results, and
- A formal syllabus which includes topics covered, texts and references, learning outcomes and assessment and grading criteria for the relevant module(s)/programmes(s).

Applicants requesting credit exemption based on experiential learning – have you attached the relevant supporting documents? These may include:

- Your CV
- References
- An official syllabus or outline of education/training undertaken
- Other

RPL Guidance document

This document was created to provide clear information for the applicant about the RPL process.

Forus Training is committed to recognising all types of learning for access to an award. The process involves providing a portfolio of evidence of your learning.

This document aims to outline and explain some key terms and to clarify the process. All RPL applicants for an award will be assigned a mentor who will facilitate and provide guidance throughout the documentation stage.

Prior learning is all the learning that has taken place to build your skills and knowledge.

This includes:

- Formal learning: This is learning that took place in a taught setting and received qualification, e.g., QQI Module
- Non-formal learning: This is learning that took place in an organised setting but did not have an award attached to it e.g., in-house training
- Informal learning: This is learning through your current work, as a volunteer in the community or through hobbies e.g., peer mentoring/coaching, self-study etc.

Forus Training uses the generic term Recognition of Prior Learning (RPL) to include Recognition of Prior Certified Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL).

Recognition of Prior Learning for an award is a process that involves applicants matching learning that you have achieved against standards. Standards are defined as learning outcomes.

Learning outcomes are presented in the QQI award specifications and are module (subject) specific. Please refer to the brief for details of the learning outcomes for your specific module.

To meet the requirements for RPL, learning must be:

- Current: it must have been achieved in the last 5 years
- Sufficient: there must be enough evidence of learning to achieve each learning outcome
- Reliable: you will have to prove that your learning is authentic
- Relevant: your learning must relate to the module that you are looking to get recognition for

The evidence of all your learning should be structured and presented in a portfolio - Portfolio of evidence of learning for an award.

A portfolio is a folder of evidence that is presented in an ordered and structured manner. The evidence will need to demonstrate that each learning outcome has been achieved.

Evidence may include some or all of the following:

- samples from work
- explanations and description of your roles and responsibilities in work
- journal/diary entries
- testimonials/references
- dialogue/interview
- CV

- organisational charts
- workplace policy documents
- a case study
- questionnaires
- workplace observations
- skills demonstrations.

Personal details and work submitted will be respected and all Forus Training confidentiality and data protection policies are adhered to by all staff.

Structuring a portfolio of evidence of learning for an award:

The structure of the portfolio is important. It is a document that will be assessed by an expert in the subject matter and will also be reviewed by an external examiner. You will be issued with a brief and tasks that will instruct you on how to gather the evidence required to meet those learning outcomes. The completed brief and supporting documents will form the basis for the portfolio of evidence and will be presented for assessment.

Preparing your portfolio will require you to reflect on your learning. You will be expected to draw on your own experiences evaluating the 'how and what' you have learned and proving the relevance to the learning outcomes. Your RPL mentor will be available to provide clarification and give support to you throughout this process through email.

Duration:

The time taken to complete a portfolio will depend on your other commitments. The recommendation is 10-14 hours, approximately, for a module.

Assessment:

The portfolio assessment will be in line with Forus Training's Quality Assurance Processes and will be carried out by an independent assessor with expertise in the subject. The assessor must be satisfied that the evidence of learning meets the learning outcomes.

Grading will be as follows:

- Pass (50% to 64%)
- Merit (65% to 79%)
- Distinction (80 to 100%)

Appeals:

Applicants who are not satisfied with the grade they receive will be able to appeal under Forus Training's Quality Assurance Processes for assessment.