

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](#).

When to complete this form:

This is not a programme application form. You should only complete this form if:
You have applied for a place on a QQI Level course
You have accepted a place on a QQI Level course
AND
You would like to have prior training recognised to count towards your QQI Qualification.

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 A (Personal Details) and B (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 1.
- **Learning accredited at another Higher Education Institute:** please complete Section 2.
- **Experiential learning:** please complete Section 3.

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:	<input type="text"/>	Surname:	<input type="text"/>
Phone Number:	<input type="text"/>	email:	<input type="text"/>
Programme Title:	<input type="text"/>	Date of Birth:	<input type="text"/>
Programme Start Date:	<input type="text"/>	Finish Date:	<input type="text"/>
Programme Start Date:	<input type="text"/>		

DATA PROTECTION INFORMATION: 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.

Application for credit exemption based on experiential learning

In presenting your experience you should refer to the learning outcomes you have achieved and why these are relevant to your QQI programme, including which QQI modules you feel are possible equivalences and for which you are applying to have prior learning recognised.

Please attach all required supporting documentation (eg CV, references, etc) and if you would like to get further information on applications based on prior experiential learning, the relevant Programme Office/School Office may be able to refer to your query to the appropriate person in the first instance.

Future learning plan and the role of RPL in this

What is your main reason for considering further education now and how best would RPL contribute to this?

Life/work experience, including experience and skills gained through volunteerism/care work

This would include key learning and skills achievements

Education details – second level and any subsequent education and training courses undertaken, including work-related training.

Other achievements, including awards or prizes or publications.

Please list the supporting documents you have attached to this form.

Section 5: Office Use Only

Application successful:

Successful

Unsuccessful

Decision details:

Signature:

Date: