Hibernia College Quality Framework

**Recognition of Prior Learning Application Form**

Read this form carefully, then complete sections 1–3 and submit as a Word document along with any supporting evidence to rpl@hiberniacollege.net.

**PRIOR TO SUBMITTING YOUR APPLICATION, YOU MUST CONTACT** **RPL@HIBERNIACOLLEGE.NET**  **FOR ADVICE AND SUPPORT ON THE COMPLETION OF YOUR APPLICATION.**

THIS FORM WILL BE USED BY THE COLLEGE AND RETURNED TO YOU WITH NOTIFICATION OF THE OUTCOME OF YOUR APPLICATION.

As set out in the College’s [*Recognition of Prior Learning Policy*](https://qualityframework.hiberniacollege.com/document/view-current.php?id=22) and [*Recognition of Prior Learning Procedure*](https://qualityframework.hiberniacollege.com/document/view-current.php?id=10), Hibernia College, through the recognition of prior learning, can offer a learner:

1. **Entry to a programme or course of study** — Learners who wish to apply for recognition of prior learning (RPL) for this purpose should complete sections 1–3 of this application form and submit them along with their application to their chosen programme of study.
2. **An award of advanced academic standing** (entry to a programme beyond the normal standing point) — Learners who wish to apply for RPL for this purpose should complete sections 1–3 of this application form and submit them along with their supporting documentation prior to commencing their chosen programme of study.
3. **Exemption from a requirement to complete certain modules of a programme** — Learners who wish to apply for RPL for this purpose should complete sections 1–3 of this application form and submit them along with their supporting documentation prior to commencing their chosen programme of study.

Note: All applications must be supported by verifiable evidence. Applications for RPL relating to a particular module or stage should be submitted as early as possible and, preferably, several months in advance of the module or stage. Applications made after the third week of the module or stage commencement will only be accepted at the discretion of the Programme Board.

# Learner information and declarations (to be completed by the learner)

## 1.1 Learner information

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| Learner information  |
| **Name:** | Click to type your name here. |
| **Applicant/student number:** | Click to type your applicant/student number here. |
| **Programme:** | Choose an item. |
| **Programme cohort:**  | Click to type your cohort here. |

## 1.2 Checklist and declaration

Note: Do not submit this application until you have completed this checklist and signed below. Applications for RPL will incur a fee. Before preparing your application, please contact rpl@hiberniacollege.net for information on the applicable fee. The application will not be considered until payment is received.

|  |
| --- |
| Statement |
| I have read and understood the [*Recognition of Prior Learning Policy*](https://qualityframework.hiberniacollege.com/document/view-current.php?id=22) and the associated [*Recognition of Prior Learning*](http:// ) *Procedure* before completing Section 2 below.  |[ ]
| I authorise a member of the Hibernia College Finance Team to contact me to charge my credit/debit card the notified payment fee for this application.  |[ ]
| I understand that I must provide evidence of having attained the learning outcomes identified and understand that if my application does not satisfy the criteria, the fee will still be charged.  |[ ]
| I have included verifiable evidence in support of my application.   |[ ]
| I understand that submitting an application without verifiable evidence of satisfying the learning outcomes will result in my application for RPL being denied.  |[ ]
| I have completed this form to the best of my knowledge and included all relevant information.  |[ ]
| I understand that it is my responsibility to demonstrate that I have met the learning outcomes required for my application for RPL to be successful.  |[ ]
| I confirm the information provided is accurate per my knowledge. |[ ]
| I understand that I may be requested to undertake academic assessment(s) in the determination of my application. |[ ]
| I understand that my application may not be successful, or I may not receive RPL for all learning for which I applied. Therefore, I will attend and participate in the module(s)/programme fully until I am informed of the outcome of my application. |[ ]
| I understand that by supplying evidence of RPL, Hibernia College may contact an institution or referee to verify the information provided. |[ ]
| I understand that, if successful, an application for RPL may give rise to circumstances affecting the overall grade awarded. Should this occur, this will be communicated to me in the outcome of my application.  | ☐ |
| I understand that it is my responsibility to inform employers and/or lecturers that any statement(s) I share as part of this application are being shared with Hibernia College. | ☐ |
| Date:  |  Click or tap to enter a date. |
| Name: | Click to type your name here. |

# RPL application (to be completed by the learner)

## 2.1 Reason for RPL application

|  |
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| Please select the reason for your RPL application.  |
| A. Entry to a programme | ☐ |
| B. Advanced academic standing  | ☐ |
| C. Exemption from programme modules | ☐ |
| Please outline the specific entry requirement, programme stage or module(s) for which you are seeking the recognition of prior learning.Click or tap here to enter text. |

## 2.2 Basis of prior learning application

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| --- |
| Please tick all that apply. |
| A. Accredited programmes of education with associated ECTS, or equivalent, credits (formal) |[ ]
| B. Non-accredited but structured education or training (non-formal)  |[ ]
| C. Work experience/experiential learning (informal) |[ ]

## 2.3 Evidence of prior learning

Evidence of prior learning may be demonstrated through a portfolio, which could include, but is not limited to, the following:

### Evidence of prior formal learning

Certificates, transcripts and other programme documents such as module descriptors and past exam papers — evidence of prior formal learning should include an outline of the learning outcomes achieved.

### Evidence of prior non-formal learning

Certificates; transcripts; other course documents such as a course curriculum document or statements detailing the learning; reflective accounts; and statements from trainers/course providers.

### Evidence of prior informal learning

Statements detailing the learning acquired, reflective accounts, statements from employers, curricula vitae (CVs), job descriptions, etc.

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| --- |
| Please tick those that apply to your application. |
| A. Certificates, transcripts and other programme documents | ☐ |
| B. Statements detailing the learning acquired | ☐ |
| C. Reflective accounts of the experience and learning gained through that experience | ☐ |
| D. Statements from employers and/or lecturers | ☐ |
| E. Other  | ☐ |
| Please itemise all documentation submitted as part of this application. |
|  |
| Please briefly outline/summarise below the basis for your application for RPL. |
| Click or tap here to enter text. |

## 2.4 Notes in relation to evidence of prior learning

* Learners must not include personal data (e.g. name, contact details) of a data subject other than themselves in their application without first seeking the consent of that person. Furthermore, special category personal data (e.g. data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, data concerning health) must not be included in any submission.
* Prior formal learning must normally be at the same level or above the academic level as the exemption sought. However, if you have significant informal learning that enhances your formal learning, an exception may be considered.
* The College will not consider applications that are not supported by verifiable evidence. Evidence should not normally be more than five years old to ensure the currency of knowledge and learning. The evidence provided should show sufficient proof of the learner having achieved the learning outcomes/award standard to meet the entry requirement of the programme stage or module for which the application was submitted. However, additional documentation that does not support the application should not be provided, e.g. certificates for programmes that do not relate to the learning outcomes.

# Mapping (to be completed by the learner)

Those seeking RPL for programme entry are required to map their prior learning to the l entry requirement(s) of the programme for which they wish to enter.

Those seeking RPL for advanced academic standing or for exemptions from programme modules are required to map their prior learning to the learning outcomes of the module or stage for which they are seeking exemption; they should request a copy of the learning outcomes for their intended programme from rpl@hiberniacollege.net.

Additional mapping templates can be provided to learners who wish to seek RPL for more than one module.

|  |  |
| --- | --- |
| Stage/module or entry requirement for which RPL is requested:  | Click or tap here to enter text. |
| Please map the learning outcomes of the entry requirement, module or stage (for which you wish to apply for RPL) against the previous learning/experience achieved. Add additional learning outcomes to this form as required.  |
| Learning outcome 1: Paste in the learning outcome.Describe where in your previous learning you achieved this. |
| Learning outcome 2: Paste in the learning outcome. Describe where in your previous learning you achieved this. |
| Learning outcome 3: Paste in the learning outcome.Describe where in your previous learning you achieved this. |
| Learning outcome 4: Paste in the learning outcome.Describe where in your previous learning you achieved this. |
| Learning outcome 5: Paste in the learning outcome.Describe where in your previous learning you achieved this. |
| Learning outcome 6: Paste in the learning outcome.Describe where in your previous learning you achieved this. |
| Learning outcome 7: Paste in the learning outcome.Describe where in your previous learning you achieved this. |
| Learning outcome 8: Paste in the learning outcome.Describe where in your previous learning you achieved this. |

# Verification and determination (to be completed by the College)

## 4.1 Verification checklist

|  |  |
| --- | --- |
| Question | Tick |
| Received within required time frame for review? | ☐ |
| Supplementary fee paid?  | ☐ |
| Learner declaration complete?  | ☐ |
| Sections 1–3 completed in full? | ☐ |
| Supporting evidence received?  | ☐ |
| Verification completed by: Click to type your name here. |

## 4.2 Initial review of application

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| --- | --- |
| Question | Y/N |
| Is an application for RPL possible in respect of the relevant programme and learner? |  |
| Is additional assessment required?If so, does this include:* The submission of a portfolio for assessment
* Participation in examinations
* Completion of a piece of project work
 |  |
| Initial review completed by: Click to type your name here. |

## 4.3 Decision on RPL application

When assessing a claim for prior learning, examiners must be assured of the quality of the assessment. Consideration should be given to the:

* Appropriateness of the evidence to the learning outcomes
* Equivalence of the award level of the learning gained
* Currency, reliability and validity of the evidence provided
* Learning gained as opposed to the experience gained

|  |  |  |
| --- | --- | --- |
| Question |  | Y/N |
| Has the learner provided verifiable evidence of having achieved the learning outcomes/award standard for the entry requirement or programme stage/module for which the application was submitted?  |  |
| Was assessment required in making this determination? |  |
| Has the application for RPL been approved?  |  |
| Please list the exemptions granted:  |
| Rationale for decision: |
| Implications that any exemptions offered may have on the learner’s career, regulatory or statutory body requirements, awarding of credits, grading, classification etc. |

# Learner confirmation (to be completed by the learner following determination by the College)

This section is to be completed by the learner to whom an exemption has been offered following assessment and determination by the College.

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| Statement |
| I have read and understood the exemption(s) offered and the implications of accepting the exemption(s) as outlined in Section 4.  |[ ]
| I confirm that I wish to accept the exemption(s) offered. | Choose an item. |
| Date:  |  Click or tap to enter a date. |