



QA30. Recognition of Prior Learning (RPL) Application Form

THIS FORM APPLIES TO :

1. Students who wish to be exempt from completing modules of a course whose content has already been covered by existing qualifications, and/or
2. Students who wish to gain direct entry onto an advanced course.

BACKGROUND

As some students already have degrees, diplomas or certificates in areas related to courses, it is possible to apply for exemption from modules of a course whose content has already been covered by existing qualifications. It is not possible to obtain exemptions on the basis of work experience only.

This form requires you to provide details about yourself and your request for recognition of previous learning and experience.

Information you are required to provide includes details about yourself and your experiences; information about the course you wish to apply recognition for; and the relationship between the course and your experiences.

A specific module exemption may be awarded where you have covered the content of a module in a prior course. This type of exemption exempts you from the requirement to take a specific module. For example if you have already studied some of the content of the Diploma in Psychology you may be exempt from a specific module. Before applying for a specific exemption please check the module syllabi in the following pages and make sure that your qualification has covered the content shown. Note that it is not possible to provide exemptions for most IT courses, due to the specific regulations of the awarding bodies.

RPL SUBMISSION / APPLICATION FEE:

There is an administration fee of €75 for requests to be exempt from modules of a course. This fee is non-refundable.

There is no fee for assessing applications for entry directly onto Advanced Programmes.

DOCUMENTATION

Copies of any certificates, courses, or any other information which you feel might aid the assessment of your request must be submitted with this application.

EXEMPTION AND FEES

If exemptions are granted, fees course fees will not be reduced. However Students will be exempt from completing modules of the courses.

ALSO INCLUDE:

Please include details of relevant work you have done in the relevant area. For example:

If applying for RPL for Personnel Skills, include details of your people management experience.

If applying for RPL for Web Design, include some websites you have built.

Personal Details:

Name

Address:

Telephone No: (____) _____

Date of Birth: _____ / _____ / _____

Employment Experience Details:

Indicate in the table below any work experience, either full time or part time. Include any voluntary or unpaid work. Start with the most recent job first.

Employer:

Type of Work:

F/T or P/T:

Dates employed: (Address, Contact, From:, To:, Name, & Phone No., etc.)

More Employment details:

Employer

Type of Work

F/T or P/T

Dates employed (address, contact From: To: name, & phone No.)

Any additional work experience, etc., that you think might be relevant (please detail):

Other Relevant Interests:

List any other things that have helped you to gain skills. For example: involvement with school or social committees, organising a family business, accounts, involvement with community organisations or clubs. Briefly describe your involvement including official positions.

Education or Training Details:

What is the highest level of formal schooling achieved(eg. Leaving Cert, Diploma or Degree):

When:

Where:

Additional studies (studies you have undertaken since leaving school):

Date(s) / Level of study / Details of studies / Results

Have you been involved in any other courses? (e.g. Staff development programs). Please give details:

Course Information

(Write the name of the course you are looking for exemptions or credits in)

Name of course you wish to have past experience/studies compared with:

Relationship Between the Course and Prior Learning

From the course outline, list the areas for which you seek recognition of prior learning. Indicate your training and/or experience which you feel relates to the course for which you are applying.

Course area or competency

Relevant prior experience - detail which you request exemption from

Important additional information

Add extra copies of this last page if necessary. Check back over the application form to ensure you have included all relevant information. ATTACH A PHOTOCOPY OF YOUR CERTIFICATES.

After completing the form, please send to:

CMIT, College House, 10 Southern Cross Business Park, Bray, Co. Wicklow, Ireland.