

**FORM RPL 1**

**Recognition of Prior Learning (RPL) Application form**

**Applicant Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Tel (Mobile) |  |
| Tel (Daytime) |  |
| Email |  |
| Student ID number (if available) |  |
| **Name of the Course that you are seeking RPL on** |  |

**Section 1**

**Recognition of Prior Learning sought for: (Please select as appropriate by typing Yes):**

|  |  |  |
| --- | --- | --- |
|  | | *Please select as appropriate by typing* ***Yes*** *in the relevant field below* |
| **1** | **Entry** |  |
| **2** | **Advanced Entry**  *Please indicate what year you wish to gain entry to* |  |
| **3** | **Module Exemption**  *Please indicate the name of the module/s you wish to seek an exemption for*  [Please complete full details in Section3- Part 2 below] |  |

**Section 2**

**Recognition is being sought on the basis of (Please select as appropriate by typing Yes):**

|  |  |  |
| --- | --- | --- |
|  | *Please select as appropriate by typing* ***Yes*** *in the relevant field below* |  |
| Prior **Certified** Learning |  | *Complete Section 3* |
| Prior **Experiential** Learning |  | *Complete Section 4* |
| Both of the above |  | *Complete Section 3 and 4* |

**Section 3: Recognition of Prior Certified Learning**

**Part 1:**

Please give the following details regarding your prior certified learning. (Note: This page can be copied if more space is needed). **Note** if your award was not fully completed indicate how much was successfully accomplished in the Year of Award field.

|  |  |
| --- | --- |
| **Course Name:** |  |
| **Providing Institution:** |  |
| **Award:** |  |
| **\*NFQ Level:** |  |
| **Duration of Course:** |  |
| **Year of Award:** |  |

|  |  |
| --- | --- |
| **Course Name:** |  |
| **Providing Institution:** |  |
| **Award:** |  |
| **\*NFQ Level:** |  |
| **Duration of Course:** |  |
| **Year of Award:** |  |

|  |  |
| --- | --- |
| **Course Name:** |  |
| **Providing Institution:** |  |
| **Award:** |  |
| **\*NFQ Level:** |  |
| **Duration of Course:** |  |
| **Year of Award:** |  |

**Part 2: For completion by candidates seeking Module Exemptions**.

If possible please complete the table below showing the elements of your prior certified learning that match the specific University of Galway module/s which you are seeking exemption on.

**EXAMPLE ONLY Module Title: The Learning Process - 5 Credits**

|  |  |  |
| --- | --- | --- |
| **University of Galway**  **Module Learning Outcomes** | **Matching Learning Outcomes in your Prior Certified Learning.** | **Supporting Documentation Included (copies in Appendix)** |
| **When learners have successfully completed this module, they should be able to:** | Example Only |  |
| Outline three theories of learning | Describe the principles of learning | See Appendix A: Exam Transcript and Appendix B: Psychology of Learning Module, descriptions and learning outcomes |
| List and explain Gagné’s nine events of instruction | Explain how to design and develop a lesson plan | See Appendix C:  Planning a Training Event Module |
| Explain adult learning principles of andragogy | Explain the characteristics of the Adult Learner | See Appendix A: Exam Transcript and Appendix B: Psychology of Learning Module |
| Describe some individual differences between learners and outline the implications of these for adult learning | Explain the different ways in which people learn, and discuss how different learning styles can be accommodated in a training session | See Appendix A: Psychology of Learning Module and Appendix C:  Planning a Training Event Module |

**Module Title: - [Insert Title of Module] – [Insert no of ECTS credits]**

|  |  |  |
| --- | --- | --- |
| **University of Galway**  **Module Learning Outcomes (LO)** | **Matching Learning Outcomes in your Prior Certified Learning** | **Supporting Documentation Included (copies in Appendix)** |
| **On successful completion of this module the learner will be able to:** |  |  |
| LO1 [Insert LO 1] |  |  |
| LO2 [Insert LO 2] |  |  |
| LO3 [Insert LO 3] |  |  |
| LO4 [Insert LO 4] |  |  |
| [Continue if additional LOs need to be addressed] |  |  |

**Part 3:**

Your claim for recognition of Prior Certified Learning **must** be supported by your **learning evidence**. This can include:

• A copy of your exam transcript (for each year of your prior courses of study)

• A copy of course syllabi and relevant module descriptions including module learning outcomes.

• Course Descriptions which includes information on whether your prior learning was full-time or part-time study, the number of contact hours per week and learning outcomes

Please attach copies of your supporting documentation evidence to your completed application

**Section 4 Recognition of Prior Experiential Learning**

**You must complete this section of the form if you are presenting prior experiential learning for consideration by the University.**

Please give a general outline of the experience and any non-formal learning (training courses etc.) that you are planning to present.

Briefly describe where you achieved your prior experience and the relevant time frame.

***If you are advised to do so Section 4*** *can be accompanied by a more comprehensive* ***Learning Portfolio (Form RPL2)****. In the Learning Portfolio you can provide more detailed information on your prior work experience/non-formal learning and how it has contributed to your learning. You must relate this learning to the module learning outcomes* ***or*** *the entry criteria from the course that you are making this RPL application for. Please use the* ***Learning Portfolio Template*** *(Form RPL2) to prepare your Learning Portfolio.* ***(****Module Learning Outcomes will be available from your course co-ordinator or from the RPL co-ordinator).*

**Please return your completed RPL Application Form as soon as possible to your Course Director.**