

**Procedure:** Recognition of Prior Certified Learning (RPCL), Recognition of Prior Experiential Learning (RPEL)

**Policy Area:** S6: Assessment of Learners

**Purpose:** The purpose of this procedure is to present LWETBs process for the implementation of recognition of prior learning (RPL), to support access to programmes of learning and to provide a mechanism for validation of skills, knowledge and competencies gained through prior formal, non-formal and informal education, training and experience.

**Scope:** This procedure currently applies to all LWETBs QQI provision at level 4-6, with the exception of apprenticeships unless an apprenticeship is developed by LWETB. While this policy does not apply to learners accessing programmes and courses that are accredited by other awarding bodies, the RPL requirements of those certifying bodies will be adhered to. This procedure includes RPL for the purpose of access, exemptions and accreditation. In addition, all new programmes and courses submitted for validation to QQI will ensure that due consideration is given to RPL.

<b>LWETB Staff Involved:</b>	<ul style="list-style-type: none"> <li>• FETQS</li> <li>• RPL Mentor</li> <li>• Recruitment Officer</li> <li>• Educators/Assessors</li> <li>• Coordinator/Centre Managers</li> </ul>	<b>Others Involved:</b>	Learner Stakeholders
<b>Related Documents:</b>	Learner Assessment Malpractice Procedure Learner Reasonable Accommodation Access, Transfer and Progression Policy & Procedure Extenuating Circumstances Procedure Examination Procedure Admission Policy Recruitment Appeals Procedure LWETB Security of Assessment Material Evidence	<b>Related Templates:</b>	Appendix 1- Recognition of Prior Learning Application Form Appendix 2- Learner RPL Appeal Application Form Appendix 3 – Successful/Unsuccessful Letter

**Procedure Sections:**

Approach used to carry out procedure			
1. Recognition of Prior Certified Learning (RPCL)		Responsibility	Evidence Documentation
1.1	<p><b>RPCL towards Major Award/Special Purpose Award</b></p> <ol style="list-style-type: none"> <li>The learner will inform the Centre Manager/Coordinator that they wish to apply for RPL following the induction process.</li> <li>The learner will be supported by the Centre Manager/Coordinator in reviewing the 3 types of RPCL within <b>section 5 of the LWETB RPL Policy</b>.</li> <li>The learner will identify from the 3 types of RPCL the RPL they wish to apply for</li> <li>The Centre Manager/Coordinator will support the Learner/applicant in completing the RPL Application Form</li> </ol> <p>The learner/applicant must submit the following to the Centre Manager/Coordinator:</p> <ol style="list-style-type: none"> <li>The learner/applicant must provide the relevant programme and original transcript of results (a colour photocopy must be made of original, signed and dated by the current Centre Manager/Coordinator)</li> <li>Syllabus/Module Descriptor may be requested e.g. learning outcomes (<i>comparison of most recent syllabus/module descriptor with the original syllabus completed by the learner for gap analysis</i>)</li> <li>The timeframe from which the learner achieved the original award is to be considered and the changes in relevant industry.</li> <li>Learners/applicants must submit completed application documentation along with supporting evidence e.g. learner transcripts (please also refer to evidence listing below). The supporting documentation will be reviewed by the LWETB RPL Committee and a decision is made.</li> </ol>	<p>Learner</p> <p>Centre Manager/Coordinator/TSO</p> <p>Learner</p> <p>Assessor/Educator</p> <p>Assessor/Educator/External Authenticator</p> <p>FETQS / RPL Committee</p> <p>Centre Manager/Coordinator/TSO</p>	<p>Application Form/PRL notes Module descriptor</p>

	<p>5. The Centre Manager/Coordinator informs the learner/applicant of the outcome using the successful/unsuccessful letter. If unsuccessful the learner/applicant can appeal the decision using the RPL appeals application form. If successful, all evidence relating to the RPL application will be presented at the appropriate certification cycle.</p> <p><b><i>There will be circumstances when RPCL and RPEL will be merged. Refer to 2.6 for next steps of process, if applicable</i></b></p>		
<b>2. Recognition of Prior Experiential Learning (RPEL)</b>			
2.1	<p><b><i>For access to a course</i></b> Learners/applicants who have no formal qualifications will have their skills, knowledge and competencies assessed to gauge ability and ascertain the correct entry level for a course.</p>	Centre Manager/Coordinator/TSO	
2.2	<p><b>RPEL towards Major Award/Special Purpose Award</b></p> <p>The learner/applicant must contact the Coordinator/Centre Manager/TSO for an initial consultation. This initial meeting will support the identification, or affirmation of the destination award. If progressing with the RPL process, the following steps will apply</p> <ol style="list-style-type: none"> <li>1. The learner/applicant will need to complete &amp; submit: <ul style="list-style-type: none"> <li>▪ RPL Application Form indicating they are applying for RPEL</li> </ul> </li> <li>2. The learner/applicant must prepare their evidence to support the application form and present it in a manner that clearly demonstrates that their knowledge, skills and competencies correspond unequivocally to the standards in the award specification.</li> </ol> <p>Evidence can include, some or all of the following:</p>	<p>Centre Manager/Coordinator/TSO</p> <p>Centre Manager/Coordinator/TSO Applicant</p> <p>Centre Manager/Coordinator/TSO Applicant</p>	

	<ul style="list-style-type: none"> <li>– References and testimonials</li> <li>– CV</li> <li>– Job descriptions</li> <li>– Personal statements</li> <li>– Reflective journals</li> <li>– Completing the same assessment as students already on a similar course.</li> <li>– Certificates for training programmes</li> <li>– Evidence of work based training</li> <li>– Published work</li> <li>– Evidence of skills, knowledge and competencies from workplace community, and social engagements (drawings, minutes of meetings, agenda, presentations, etc.)</li> <li>– Professional licenses/registrations or membership of professional organisations</li> <li>– Validated accomplishments</li> <li>– Video/audio recordings</li> </ul> <p>3. Where gaps have been identified from the application submitted by the applicant, the Centre Manger/Coordinator/TSO will work with the identified subject matter expert/assessor to devise a brief(s) (with correlating grading matrix per assessment based on the grid of level indicators and subject related learning outcomes) indicating the type of evidence and how it should be demonstrated.</p> <p>This may include some, or a combination of the following:</p> <ul style="list-style-type: none"> <li>• sitting an examination</li> <li>• producing an assignment</li> <li>• an interview</li> <li>• observation</li> </ul>	<p>Centre          Manager/Coordinator/TSO          Applicant/Assessor</p>	
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	<ul style="list-style-type: none"> <li>• skills demonstration</li> <li>• reflection</li> <li>• specific workplace tasks.</li> </ul> <p>Examinations and skills demonstrations will, where applicable, be carried out in accordance with the LWETB procedures.</p>		
<b>2.3</b>	The completed applicant evidence will be assessed by a subject matter expert (known as The RPL Assessor) within five working days and graded in accordance with national standards. An assessment rubric/ matrix will be used to guide this stage.	Assessor/Educator/Subject Matter Expert) or EA	
<b>2.4</b>	<p>The assessed learner/applicant evidence will be internally verified, and the provisional results uploaded to</p> <p>QQI's QBS / RCCRS and any other awarding body as appropriate</p> <p>Following internal verification, the applicant evidence will be externally authenticated.</p> <p>The final grade along with the reports from the internal verifier and external authenticator will be presented to the Results Approval Panel Meeting.</p>	<p>Internal Verifier FETQS /TSO</p> <p>External Authenticator</p> <p>Coordinator/centre manager/FETQS</p>	
<b>2.5</b>	The final stage of processing the results will be completed confirming the results that were provisionally uploaded to QQI's QBS or RCCRS and any other awarding body as appropriate	FETQS/TSO	
<b>2.6</b>	The learner/applicant will be informed of the decision of the Results Approval Panel Meeting	RAP	
<b>2.7</b>	The learner/applicant may appeal in accordance with LWETBs procedures for appealing results	Applicant	

**FETQS Internal Review:**

<b>Procedure Review</b>			
<b>Review Date:</b>	21 <sup>st</sup> April 23	<b>Review Log &amp; Reason for Update:</b>	
<b>Version:</b>	1.0	<b>Quality System Index Code:</b>	PR27
<b>Appendix Overview:</b>			
<b>Appendix Txx:</b>		<b>Appendix Txx:</b>	

## 7. APPENDIX

### Appendix 1: Application Form

#### RECOGNITION OF PRIOR LEARNING APPLICATION FORM

PART A			
Centre Name		Applicant Name	
Date of Application		Contact Number	
Email Address		Programme Code/Title	

PART B	
Recognition for <b>Prior CERTIFIED Learning (RPCL)</b> If yes, please indicate which RPL you are applying for:	<b>Yes/No (circle accordingly)</b>
a. Recognition of CAS award towards a QQI award	Yes/No
b. Recognition of other awarding bodies (HEIs, City and Guilds, etc.) towards a QQI award	Yes/No
c. Recognition of QQI certificate towards award of other awarding bodies	Please see specific awarding body procedures
<b>Recognition for Prior EXPERIENTIAL Learning (RPEL)</b>	Yes/No

PART C		
Reason for application of Recognition of Prior Learning:		
Supporting evidence: (Please list all supporting evidence included in this application)		
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
Exemptions (based on RPCL) in respect of:		
Module Code	Module Title	Module Level

#### LEARNER DECLARATION

I hereby declare that the information entered on this form is true and correct

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator/Centre Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Privacy Statement

This centre named above is part of LWETB. You can find out more about LWETB at [www.lwetb.ie](http://www.lwetb.ie)

The information on this form will be used to assess your application for recognition of prior learning. Find out more about what recognition of prior learning is in the LWETB Recognition of Prior Certified Learning (RPCL), Recognition of Prior Experiential Learning (RPEL) Procedure. The information you supply will be kept securely, will only be shared with relevant LWETB staff on a needs-must basis, and will be destroyed when no longer required.

You are entitled to a copy of any personal information you submit to us, and you have a number of rights regarding how that information is handled – for more information, contact us at [dp@lwetb.ie](mailto:dp@lwetb.ie)

For office use only (centre manager/coordinator/TSO)	YES	NO
Learner PLSS Number (if applicable)		
What type of supporting documentation was submitted? (refer to procedure)		
Has supporting documentation been viewed & acknowledged as official documentation* <sup>2</sup>		
Date of meeting with RPL Mentor		
If this RPL cannot be provided please provide details below		
<i>Details and outcome of RPL meeting</i>		





<b>PART B: To be completed by the Appeals Committee</b>		
<b>Appeal Committee Members</b>		
<b>Details of evidence received</b>		
<b>Date received</b>		
<b>Outcome decision</b>	Successful/Unsuccessful	
<b>Date</b>		
<b>Decision Details</b>		
<b>Independent Appeals Committee Names</b>	<b>Signatures</b>	<b>Date</b>