



ICHAS

Section 5 - Policies and Procedures Associated with Access, Transfer & Progression

Subject:	Procedures associated with Recognition of Prior Learning		
Date Approved by Board of Directors:		February 2021	
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Recognition of Prior Learning		

INTRODUCTION

The primary responsibility to address competencies and equivalencies of learning rests with the applicant but the College offers advice and relevant support to applicants when making RPL applications.

Learner

- It is the responsibility of the learner, to make an application to the College requesting an exemption and/or advanced entry by supplying all appropriate supporting evidence i.e. portfolio of relevant experience, transcript of results and module descriptor/syllabus including intended learning outcomes. All documentation will be submitted via the online application process.

Staff and Faculty

- The Admissions Officer with the support of the Office of the Registrar are responsible for providing information and processing submissions
- The registrar is responsible for determining whether or not an RPL application is viable
- The request for exemptions or advanced entry/portfolio of relevant experience will then be considered jointly by the Director of Graduate or Undergraduate Studies, the relevant Programme Director and the Director of Academic.

Each case will be assessed individually and the means of demonstrating and measuring the prerequisite learning will be decided on a case-by-case basis.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Applicant	It is the responsibility of the applicant to make a formal written application to the College requesting an exemption and/or advanced entry by supplying all appropriate supporting evidence i.e. portfolio of relevant experience, transcript of results and module

	descriptor/syllabus including intended learning outcomes.
Programme Director	Consideration of the Application in Consultation with the Registrar.
Admissions Officer	Are responsible for; <ul style="list-style-type: none"> • Providing information and processing submissions. • Scheduling Application Interviews.
Registrar	The Registrar is responsible for <ul style="list-style-type: none"> • Determining whether or not an RPL application is viable. • Considering the Application in Consultation with the Programme Director. • Communication of the Outcome to the Applicant.
Vice President (Academic Affairs)	Maintains oversight of RPL Processes.

PROCEDURES

All applicants who apply for recognition of prior learning will be given clear guidelines on RPL criteria. In particular, applicants will be advised of;

- The precise means in which recognition of prior learning effects modular workload (e.g. The fact that exemptions can only be granted for full modules, not components)
- The precise nature of any assessment mechanisms that might be applied in the recognition process is clarified.
- The potential implications for award classification where it is not possible to assign a mark for the exemption.

Submission requirements and application procedure for Uncertified RPL

Submission of Prior Learning Portfolio

The means of assessing prior learning is through a submission of a portfolio of prior learning which accompanies a completed RPL Form. Prior Learning Portfolios will contain the following as appropriate:

- Formal transcripts or certification (including certificates of achievement/attendance).
- References and/or testimonials from employers with emphasis on relevant knowledge, skill or competence in his/her employment.
- Evidence of completed projects or artefacts.

Consideration of Application

- The Registrar consults with the relevant Programme Director to determine whether the portfolio is assessable in the context of the validated programme requirements.
- If the portfolio is approved at this point the applicant is referred to interview as per Policy on Access, Application and Admission
- If the portfolio is deemed not to be assessable, the applicant is informed in writing. The response includes clear explanation why the portfolio has not been suitable for RPL.

Submission requirements and application procedure for Certified RPL

Submission

Applicants who have completed other relevant education programmes are required to provide details of the programme content, qualification and assignments for which they are seeking recognition to the Registrar through the Admissions officer and the online application process.

Consideration of Application

The Registrar, or their nominee, in consultation with the relevant Programme Director decides if the certified learning meets the requirement of the validated programme or module learning outcomes and what exemptions (if any) can be granted.

Response to Application

The Registrar communicates the outcome to the applicant outlining clear information on the following:

- Exemptions (specifically outlining the linkage between previous learning outcomes and those of the programme being applied for).
- The implications of grading or non-grading and any associated issues of classification as outlined in the Policy for RPL in accordance with QQI (2013) stipulations.
- Clear communication of reasons in the case of an unsuccessful application.

If a certified application is approved, the applicant is still referred to interview as per Policy on Access, Application and Admission.

Summary of Possible outcomes for RPL

- Applicant is offered a place on a programme.
- Applicant is offered a place on a programme without exemptions.
- Applicant may be offered a place on a programme with exemptions.
- In the recognition of prior learning, the work may or may not be graded and both eventualities must be clearly explained to the learner

An applicant may choose to accept or decline an exemption. It may for example occur that an exemption results in classification consequences that may be disadvantageous to the applicant.

Feedback and Appeal of Admissions Decisions

- Feedback for unsuccessful applicants is available on request.
- Where an applicant disagrees with an admissions decision, they can seek additional feedback or appeal the decision.
- Where an applicant requests an appeal of an admissions decision the Policy on Appeals and Procedures associated with Appeals apply and the application is referred to the Appeals Committee.

Monitoring RPL

- All RPL data will be incorporated into the Admissions Audit conducted by the Quality Enhancement Officer on behalf of the Admissions Committee.
- Exam Board and External Examiner records will be used to inform appropriateness of RPL admissions in the context of student achievement.
- RPL candidate data will be highlighted in retention and progression review and reportage with specific patterns associated with RPL highlighted.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the procedures associated with applications for Recognition of Prior Learning

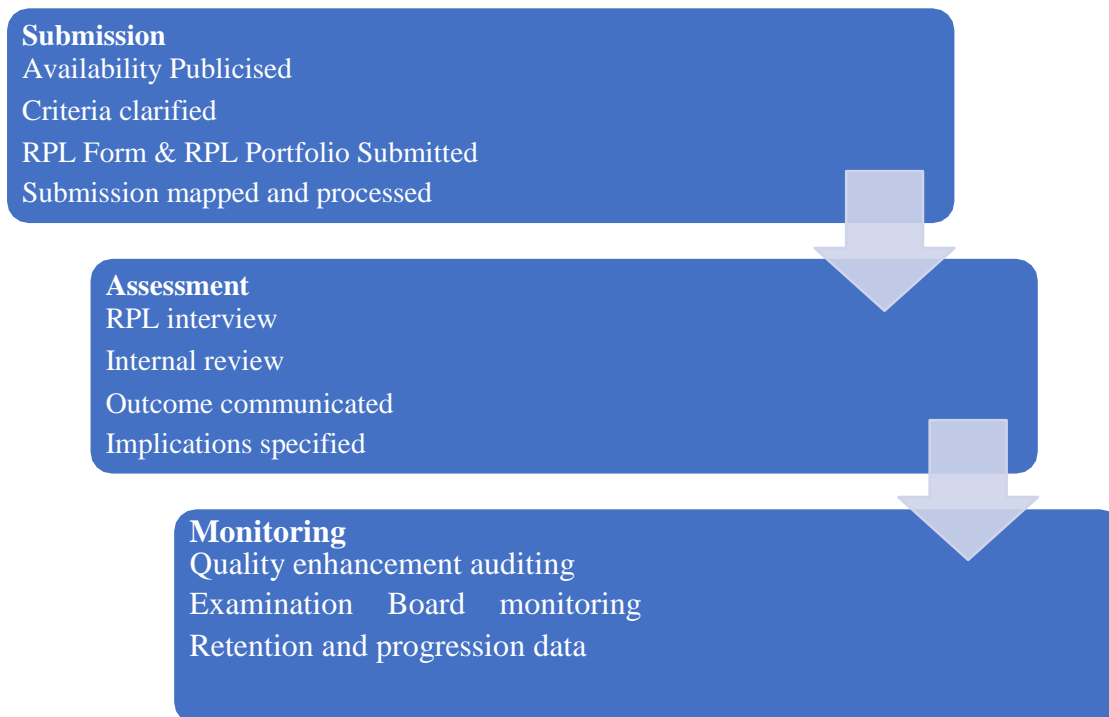


Figure 1 - Procedure for Recognition of Uncertified Prior Learning

Linked Policies & Procedures

Linked Policies	Policy on Recognition of Prior Learning Policy on Transfer and Progression Policy on Access, Applications and Admissions
Linked Procedures	Procedures associated with Access, Applications and Admissions Procedures associated with Transfer and Progression