



**Form RP1**  
**SETU Waterford Recognition of Prior Learning (RPL)**  
**Application for Module Exemption**

**GUIDELINES FOR COMPLETING THIS FORM**

**BACKGROUND**

This application procedure is intended for those seeking module exemptions from a programme of study at the University on the basis of prior learning they have undertaken, be that formal accredited learning or informal 'experiential' learning they have gained through work/life experience.

Recognition of prior learning (RPL) is the generic term used to describe the system for recognising a range of relevant learning that a student may have gained prior to entry onto a particular course.

RPL includes:

- (i) Recognition of Prior Accredited Learning: This refers to the recognition of formal learning which is linked to the National Framework of Qualifications and for which certification has been awarded; it might include a course or part of a course that has been completed previously.
- (ii) Recognition of Prior Experiential Learning: This refers to the recognition of the kind of learning that has been gained through work or life experiences. It could also include learning gained through workplace training courses.

Exemptions or credits may be awarded on the basis of a combination of both accredited and non-accredited learning.

Programmes are composed of modules and the stated learning outcomes of these modules are seen as the basic levels of learning. Learning outcomes describe the kinds of skills, competencies and knowledge a graduate of a particular programme of study is expected to have acquired. Therefore, these become the minimum standards against which prior learning is measured. The RPL process can enable students who have already achieved the learning outcomes for a subject/module on their chosen course to apply for an exemption from taking that subject/module again. In this way it allows learners to build on previous learning wherever it was attained and not to repeat learning.

**GUIDELINES FOR MAKING AN RPL APPLICATION**

To make an application you are requested to provide the transcript of results, the award certificate, module syllabus and any other relevant course documentation for each course stated above as evidence of your prior learning.

**Portfolios of Evidence:**

**If making an application based on unaccredited learning or a combination of accredited and unaccredited, applicants will also be required to complete a Portfolio of Learning (form RP2).**

In making an application for RPL applicants will be required present evidence of their learning demonstrating how they have achieved the learning outcomes of a particular module within a programme or how they meet the entry requirements of a programme of study. Examples of this could include portfolios, interviews, certificates, presentations etc.

PLEASE ENSURE YOU COMPLETE ALL SECTIONS OF THIS FORM AS FULLY AS POSSIBLE. USE ADDITIONAL SHEETS IF NECESSARY TO EXPAND ON THE INFORMATION IN THE FORM.

**SECTION 1: Personal Details**

IF YOU HAVE EVER BEEN REGISTERED FOR A COURSE IN WIT/SETU WATERFORD PLEASE QUOTE YOUR STUDENT/ID NUMBER:

**1. PERSONAL DETAILS:**

STUDENT NUMBER:

FAMILY NAME:

FORENAME(S):

TITLE:

GENDER:

DATE OF BIRTH:

AGE:

PERMANENT ADDRESS:

ADDRESS FOR CORRESPONDENCE:

TELEPHONE:

FAX:

MOBILE PHONE:

EMAIL:

COUNTRY OF BIRTH:

CURRENT CITIZENSHIP:

**SECTION 2: Details of Exemptions/Credits Sought**

**2. DETAILS OF EXEMPTIONS/CREDITS SOUGHT:**

PROGRAMME TITLE:

**MODULE DETAILS:**

MODULE TITLE	YEAR (1-4)	BASIS OF APPLICATION (PLEASE TICK)		
		ACCREDITED	UNACCREDITED	COMBINATION OF ACCREDITED & UNACCREDITED

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**3. INDEX OF EVIDENCE DOCUMENTS:**

DOCUMENT TITLE	For Official Use	
	Original inspected and verified YES /NO	Signed & Dated

**4. DECLARATION BY APPLICANT:**

**NAME:**

I hereby submit my application for credit/exemption on the above programme. I declare that the information contained in this application and all supporting documentation is a true and accurate reflection of my prior learning.

I accept that any advice or instruction given to me by the University or its staff in the preparation of the application does not confer any entitlement to credit/exemption in respect of the modules above.

I enclose my proof of learning.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECTION 3: For Official Use**

AUDIT TRAIL	
DATE APPLICATION RECEIVED DEPARTMENT:	
APPLICATION ASSESSED BY:	
RESULT:	
RESULT APPROVED BY:	
DATE EXEMPTION(S) ENTERED IN BANNER	
PORTFOLIO SUBMITTED	YES NO
PORTTFOLIO RESULT	

<b>PORTFOLIO ASSESSED BY</b>	
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