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South East  
Technological  
University

**Form RP2  
SETU Waterford  
Recognition of Prior Learning (RPL)  
Portfolio of Learning**

**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. YOU MUST ALREADY HAVE SUBMITTED FORM RP1 IF APPLYING FOR MODULE EXEMPTION/S.**

**PORTFOLIO SUBMITTED BY:**

**NAME:**

**ADDRESS:**

**TELEPHONE:**

**MOBILE:**

**EMAIL:**

<b>RELEVANT WORK EXPERIENCE:</b>			
IF YOU WORK IN A VOLUNTARY CAPACITY IN A <u>SUBSTANTIAL</u> ROLE THIS CAN BE INCLUDED AS EMPLOYMENT EXPERIENCE – PLEASE ENSURE TO CLARIFY THE VOLUNTARY NATURE OF YOUR ROLE IN THE ORGANISATION			
<b>1. CURRENT EMPLOYMENT (IF APPLICABLE)</b>			
<b>NAME AND ADDRESS OF EMPLOYER</b>  (If you are not currently employed Please complete section 2)			
<b>BRIEFLY DESCRIBE THE NATURE OF THE BUSINESS</b>			
<b>STATE YOUR JOB TITLE</b>			
<b>PERIOD OF EMPLOYMENT</b>	<b>FROM</b>	<b>To</b>	
<b>PLEASE LIST THE KEY RESPONSIBILITIES OF THIS ROLE</b>			
<b>PLEASE DESCRIBE THE SKILLS AND COMPETENCIES USED IN CARRYING OUT THE DUTIES DESCRIBED ABOVE.</b>			
<b>HAVE YOU EVER BEEN PROMOTED IN THIS JOB?</b>	YES	NO	<b>IF YES, PLEASE GIVE DETAILS</b>

**RELEVANT WORK EXPERIENCE:**  
**IF YOU WORK IN A VOLUNTARY CAPACITY IN A SUBSTANTIAL ROLE THIS CAN BE INCLUDED AS EMPLOYMENT EXPERIENCE – PLEASE ENSURE TO CLARIFY THE VOLUNTARY NATURE OF YOUR ROLE IN THE ORGANISATION**

**2. PREVIOUS EMPLOYMENT (IF APPLICABLE)**

<b>NAME AND ADDRESS OF EMPLOYER</b>		

**BRIEFLY DESCRIBE THE NATURE OF THE BUSINESS**

**STATE YOUR JOB TITLE**

<b>PERIOD OF EMPLOYMENT</b>	<b>FROM</b>	<b>To</b>

**PLEASE LIST THE KEY RESPONSIBILITIES OF THIS ROLE**

**PLEASE DESCRIBE THE SKILLS AND COMPETENCIES USED IN CARRYING OUT THE DUTIES DESCRIBED ABOVE.**

<b>HAVE YOU EVER BEEN PROMOTED IN THIS JOB?</b>	<b>YES</b>	<b>NO</b>	<b>IF YES, PLEASE GIVE DETAILS</b>

**3. EDUCATION AND TRAINING:**

LIST HERE ALL ATTENDANCE AT EXTERNAL TRAINING COURSES AND OTHER INTERNAL TRAINING COMPLETED IN THE WORKPLACE

FROM/ TO	NAME OF COURSE	PROVIDER	ACCREDITING BODY	LOCATION OF TRAINING

**4. THIRD LEVEL EDUCATION:**LIST HERE ALL THIRD-LEVEL EDUCATION YOU HAVE RECEIVED, INCLUDING INCOMPLETE PROGRAMMES OF STUDY, SINCE YOU LEFT PRIMARY/SECONDARY SCHOOL.

FROM/ TO	INSTITUTION	QUALIFICATION (BA,BSC, ETC)	PRECISE CATEGORY/ GRADE OF AWARD	DATE OF CONFERRAL (IF APPLICABLE)

**5. OTHER EXPERIENCE**

LIST ALL OTHER EXPERIENCE—FOR INSTANCE, VOLUNTARY OR COMMUNITY WORK, SPORTING OR ACADEMIC ACHIEVEMENTS—THAT MAY BE OF RELEVANCE TO YOUR APPLICATION.

**6. OTHER INFORMATION**

LIST ANY OTHER INFORMATION THAT MAY BE OF RELEVANCE TO YOUR APPLICATION.

**7. LEARNING OUTCOMES**

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. **In the case of EACH module that you are making an RPL application for, indicate how your combination of professional experience, education and other experience equates to the achievement of the learning outcomes proposed.**

<b>MODULE 1</b>		
<b>LEARNING OUTCOME</b>	<b>INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS</b>	<b>INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME</b>
Learning Outcome No 1		
Learning Outcome No 2		
Learning Outcome No 3		
Learning Outcome No 4		
Learning Outcome No 5		

<b>MODULE 2 (IF REQUIRED)</b>		
<b>LEARNING OUTCOME</b>	<b>INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS</b>	<b>INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME</b>
Learning Outcome No 1		
Learning Outcome No 2		
Learning Outcome No 3		
Learning Outcome No 4		
Learning Outcome No 5		

<b>MODULE 3 (IF REQUIRED)</b>		
<b>LEARNING OUTCOME</b>	<b>INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS</b>	<b>INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME</b>
Learning Outcome No 1		
Learning Outcome No 2		
Learning Outcome No 3		
Learning Outcome No 4		
Learning Outcome No 5		