SETU
Ollscoil
Teicneolaíochta
an Oirdheiscirt

South East
Technological
University

Form RP6
Recognition of Prior Learning (RPL)
Springboard Supplementary Application Form

GUIDELINES FOR COMPLETING THIS FORM

BACKGROUND

This application procedure is intended for those seeking admission to a programme of study at SETU on the basis of prior learning 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 programme or **part of a programme** that has been previously completed.
(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.

GUIDELINES FOR MAKING AN RPL APPLICATION

Supporting documentation: To make an application you are requested to provide the transcript of results, the award certificate, and any other relevant course documentation <u>for each programme</u> stated as evidence of your prior 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.

IF YOU HAVE EVER BEEN REGISTERED FOR A COURSE IN SETU (OR WIT/IT CARLOW), PLEASE QUOTE YOUR ID NUMBER.

ID NUMBER _____

SECTION 1: Personal Details

1. PERSONAL DETAILS:

PERSONAL PUBLIC SERVICE NUMBER (PPS No.)		SPRINGBOARD ID:	
FAMILY NAME:	FORENAME(S):		TITLE:
GENDER:	DATE OF BIRTH:		AGE:
PERMANENT ADDRESS:		ADDRESS FOR CORRESPONDENCE:	
TELEPHONE:		FAX:	
MOBILE PHONE:		EMAIL:	

2. DETAILS OF INTENDED PROGRAMME(S) OF STUDY

PROGRAMME TITLE:	
PROGRAMME TITLE:	
PROGRAMME TITLE:	

3. DECLARATION BY APPLICANT:

NAME:

I hereby submit my application for admission to the above programme(s). 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 Institute or its staff in the preparation of the application does not confer any entitlement to admission or advanced entry
I enclose my proof of learning.

SIGNED: _____ DATE: _____

SECTION 2: Educational Details

4. 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

5. 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)

SECTION 4: Employment Details

PLEASE PROVIDE DETAILS OF EMPLOYMENTS WHICH YOU CONSIDER RELEVANT TO YOUR APPLICATION		
6. EMPLOYMENT DETAILS		
NAME AND ADDRESS OF EMPLOYER		
BRIEFLY DESCRIBE THE NATURE OF THE BUSINESS		
STATE YOUR JOB TITLE		
PERIOD OF EMPLOYMENT	**FROM**	**TO**
PLEASE LIST THE KEY RESPONSIBILITIES OF THIS ROLE:		
PLEASE DESCRIBE THE SKILLS AND COMPETENCIES USED IN CARRYING OUT THE DUTIES DESCRIBED ABOVE.		

	YES	NO	**IF YES,** PLEASE GIVE DETAILS
HAVE YOU EVER BEEN PROMOTED IN THIS JOB?			

PLEASE PROVIDE DETAILS OF EMPLOYMENTS WHICH YOU CONSIDER RELEVANT TO YOUR APPLICATION		
7. EMPLOYMENT HISTORY (CONTD.)		

NAME AND ADDRESS OF EMPLOYER	
BRIEFLY DESCRIBE THE NATURE OF THE BUSINESS	
STATE YOUR JOB TITLE	

PERIOD OF EMPLOYMENT	**FROM**	**TO**

PLEASE LIST THE KEY RESPONSIBILITIES OF THIS ROLE:

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

	YES	NO	**IF YES, PLEASE GIVE DETAILS**
HAVE YOU EVER BEEN PROMOTED IN THIS JOB?			

8. SKILLS AND COMPETENCIES
PLEASE GIVE EVIDENCE/DESCRIPTION OF TASKS/ROLES WHERE YOU MAY HAVE USED THE FOLLOWING SKILLS

COMMUNICATION	
PRESENTATION SKILLS	
CREATIVITY	
INFORMATION TECHNOLOGY / COMPUTING SKILLS	
LEADERSHIP	
MANAGERIAL	
NEGOTIATION	
NUMERACY	
PROBLEM-SOLVING	
REPORT-WRITING	
TEAM-WORK	
TIME-MANAGEMENT	

9. VOLUNTARY AND COMMUNITY EXPERIENCE / OTHER INFORMATION

LIST ALL OTHER EXPERIENCE— VOLUNTARY OR COMMUNITY WORK, SPORTING OR ACADEMIC ACHIEVEMENTS HOBBIES OR ANY OTHER EXPERIENCE THAT YOU FEEL MAY BE RELEVANT TO YOUR APPLICATION. YOU MAY WISH TO LIST A PARTICULAR ASPECT OF YOUR WORK WHICH YOU FEEL IS RELEVANT TO YOUR APPLICATION FOR RPL

SECTION 4: For Official Use

AUDIT TRAIL	
DATE APPLICATION RECEIVED DEPARTMENT:	
APPLICATION ASSESSED BY:	
DECISION:	
DECISION APPROVED BY:	