Appendix E:
ANNEX A

Uncertified learning Application Form

APPLICATION PROCEDURE:
This Application Form to be used by applicants who wish to apply for a stage exemption based on uncertified prior learning or when certified learning is deemed to be outside the five year valid time limit since graduation
CLOSING DATE FOR APPLICATIONS: __________
Completed application forms to be returned to: ________________
Admissions Office, SETU Carlow, Kilkenny Road, Carlow

Admissions Tel. No.: Fax No.: Email: admissions.cw@setu.ie Website: www.setu.ie

Personal Information

FAMILY NAME: FIRST NAME:

DATE OF BIRTH: APPLICANT LEARNER NUMBER

NATIONALITY: GENDER:

HOME ADDRESS: NEXT OF KIN:

MOBILE NUMBER: E-MAIL ADDRESS:
### PROGRAMME CHOICE

<table>
<thead>
<tr>
<th>PROGRAMME CODE</th>
<th>PROGRAMME TITLE</th>
<th>YEAR OF ENTRY</th>
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<td>Y1  Y2 Y3 Y4</td>
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### ACADEMIC RECORD

<table>
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<tr>
<th>INSTITUTE ATTENDED</th>
<th>PROGRAMME(S) TAKEN</th>
<th>DATES (From / To)</th>
<th>FINAL RESULTS IF KNOWN (indicate Summer / Autumn)</th>
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Copies of qualification transcripts to be attached to this application
If you have not yet obtained your exam results, then they need to be forwarded to the Admissions Office, Institute of Technology, Carlow, Kilkenny Road, Carlow as soon as you receive them as failure to do so may delay the application process.

### OTHER TRAINING*

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<th>PROGRAMME</th>
<th>BRIEF DESCRIPTION</th>
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* Industry in-house or informal training or continuous professional development (CPD) – certification to be provided

### RELEVANT WORK EXPERIENCE

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<th>COMPANY</th>
<th>DESCRIPTION OF ROLE</th>
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Please attach proof of employment, references and any other relevant information

PERSONAL STATEMENT
Please detail why you feel your uncertified learning qualifies you for the exemption(s) applied for:

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Please include additional page if required

CERTIFICATION
I CERTIFY THAT THE DETAILS GIVEN IN THIS APPLICATION AND THE TRANSCRIPTS ATTACHED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I hereby authorise the Institute to contact all organisations and referees identified in this document as part of the assessment process
SIGNED ________________________________ DATE ________________________________

RELEVANT REFERENCES
REFEREE NO. 1: NAME _______________________
REFERENCE ATTACHED: YES / NO ____
POSITION: ______________________________

REFEREE NO. 2: NAME _______________________
REFERENCE ATTACHED: YES / NO ____
POSITION: ______________________________

Revision 4.0
RPL to Learning Outcomes Submission

This annex will only be completed if requested by the Head of Department/ Faculty/Campus

Introduction. The aim of this annex is to match the work experience of the candidate to the specified Learning Outcomes of the stage(s) or module(s) that the candidate is seeking an exemption for.

It is vital that detailed comprehensive statements are made against each of the learning outcomes specified.

It may not be possible for a candidate to match exactly to a specific learning outcome but the individual should be capable of giving a reasonable equivalent to the specific outcome in order to allow a full assessment to be carried out.

Each Learning Outcome essay should be no longer than 400 words.

Learning Outcomes Analysis: INSERT FIRST LEARNING OUTCOME

(Advice to Candidate: INSERT SHORT PROMPT TO GUIDE THE CANDIDATE ON THE REQUIREMENT)
FOR OFFICE USE ONLY Application

Strengths:


Application Weaknesses:


Grade (out of 100):


NB: CUT AND PASTE AS NECESSARY to include all relevant learning outcomes