



**Appendix E:  
ANNEX A**

**DATE RECEIVED**

## 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](mailto:admissions.cw@setu.ie)

Website: [www.setu.ie](http://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:**

<b>PROGRAMME CHOICE</b>									
<b>PROGRAMME CODE</b>	<b>PROGRAMME TITLE</b>	<b>YEAR OF ENTRY</b> (tick appropriate year)							
1.		Y1		Y2		Y3		Y4	

<b>ACADEMIC RECORD</b>			
<b>INSTITUTE ATTENDED</b>	<b>PROGRAMME(S) TAKEN</b>	<b>DATES (From / To)</b>	<b>FINAL RESULTS IF KNOWN</b> (indicate Summer / Autumn)

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.

<b>OTHER TRAINING*</b>		
<b>PROGRAMME</b>	<b>BRIEF DESCRIPTION</b>	<b>DATES (From / To)</b>

\* Industry in-house or informal training or continuous professional development (CPD) – certification to be provided

<b>RELEVANT WORK EXPERIENCE</b>		
<b>COMPANY</b>	<b>DESCRIPTION OF ROLE</b>	<b>DATES (From / To)</b>

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

POSITION: \_\_\_\_\_

REFEREE NO. 1: NAME \_\_\_\_\_

POSITION: \_\_\_\_\_

REFERENCE ATTACHED: YES / NO \_\_\_\_\_

REFEREE NO. 2: NAME \_\_\_\_\_

REFERENCE ATTACHED: YES / NO \_\_\_\_\_ Revision 4.0

Policy for the Recognition of Prior Learning – Annex A

SETU Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the Institute's Privacy notice is available on the Institute's website (<https://www.itcarlow.ie/resources/data-protection.htm> ). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the Institute's Data Protection Oversight Group (e-mail: [gdpr@itcarlow.ie](mailto:gdpr@itcarlow.ie))

FOR OFFICE USE ONLY	
TRANSCRIPT ENCLOSED _____	PLACE OFFERED ON PROGRAMME _____
RESULTS _____	CW _____
AVERAGE MARK _____	YEAR _____
SIGNED _____	DATE _____
HEAD OF DEPARTMENT	
SIGNED _____	DATE _____
HEAD OF FACULTY/CAMPUS	
SIGNED _____	DATE _____
VICE PRESIDENT FOR ACADEMIC AFFAIRS & REGISTRAR	

**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)

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