



## Recognition of Prior Learning (RPL) Policy

WCPM has procedures in place for the recognition of prior accredited and/or experiential learning.

### Recognition of Prior Learning (RPL) can:

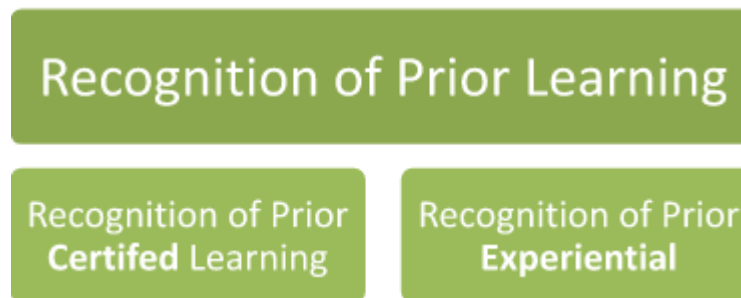
- be used by the learner to gain entry to a second or higher education programme
- gain credits towards an award: a learner may gain a credit towards an award using previous certification and/or attain an award
- employed and unemployed people seeking recognition for skills gained through informal learning.
- a learner may be awarded a Major or Minor Award based on previously acquired learning for which they do not have a formal certificate e.g., training in the workplace
- those who have gained skills and knowledge through volunteering or through activities and projects in the community.

### Learning can be formal, non-formal or informal

- **Formal learning** (accredited) is learning which has taken place in school/college/university and certification has been awarded. The qualification can be linked to the National Framework of Qualifications. Examples are our QQI level 3/45/6 modules.
- **Non-Formal Learning** (unaccredited) is learning which has occurred through work-based training and/or education courses. This type of course is not on National Framework of Qualifications. It is a type of learning that may have been assessed but not certified, for example community or unaccredited adult education courses professional conference style seminars, work-based training etc
- **Informal Learning** (unaccredited) is learning that has been gained through work experience, voluntary and life experiences. Often known as referred to as experiential learning. This type of learning is a style of learning in which the learner sets their own goals and objectives. Examples are viewing videos, self-study, reading articles, organising an event, participating in forums

Exemptions may be awarded based on a combination of the different types of learning as well as formal learning. If a learner can prove that they have already studied part of the course curriculum and/or have relevant experience and learning in that field, they may be entitled to exemptions.

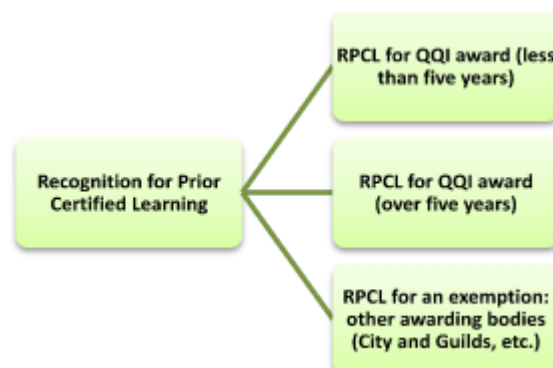
Recognition of Prior Learning (RPL) can be subdivided into **Recognition of Prior Certified Learning (RPCL)** and **Recognition of Prior Experiential Learning (RPEL)**.



**Recognition of Prior Certified Learning (RPCL)** is learning that has already been accredited by an awarding body e.g., Quality and Qualifications Ireland (QQI). It can also include qualifications awarded by other bodies e.g., the City & Guilds of London Institute, ECDL. Agreed certified learning will entitle a learner to exemptions on a programme, but not credits. This certified learning has already received a credit for this learning, so the learner does not receive credits for it again but will receive an exemption towards their major award.

**Recognition of Prior Learning** is discussed during the Learner Induction and is outlined in the Learner Handbook. Learners are encouraged to contact the Training & Education Coordinator as soon as they commence their studies, if not at the time of registration. They will be issued an application form to complete (Appendix 1). Their application must be accompanied by certificates, statement of results, programme details etc.

There are three types of RPCL considered:



**RPCL for QQI award (less than five years since certification)**

If a learner has a recognised qualification from QQI or another examining board, an exemption will be requested by WCPM on behalf of the learner. QQI recognises the value of awards made by another awarding body where the awarding body is:

- nationally recognised in its own country
- operating a quality assured awarding process (QQI, 2017) [QQI: Exemptions](#)

### **RPCL for an exemption: other awarding bodies (City and Guilds, etc.)**

Where RPCL is the basis for RPL, the learner is required to provide the relevant learning programme and a transcript of results.

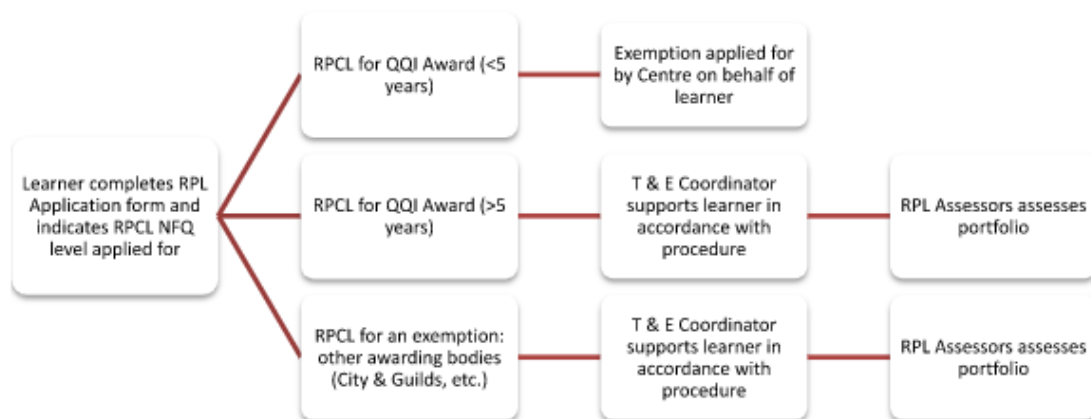
### **RPCL for foreign qualifications**

Learners seeking RPCL for foreign qualifications should contact NARIC ([www.naric.ie](http://www.naric.ie)) to have their qualifications aligned with the appropriate Irish qualification. Qualifications Recognition is the QQI body responsible for the recognition of foreign qualifications.

### **RPCL for QQI award (more than five years since date of certification)**

If RPCL for a QQI award is being requested and exceeds five years deadline we will follow the procedure for RPEL.

## **RPCL Procedure**



**Recognition of Prior Experiential Learning (Non-Certified Learning)** is learning acquired through experience or learning achieved from non-accredited bodies, e.g., learning acquired in the workplace. Learners must complete the application form. On receipt of this form, the

Training & Education Coordinator will meet with the learner to discuss the appropriate evidence (Portfolio) required for their application to be processed. The Training & Education Coordinator will become their mentor and offer the appropriate support relating to portfolio preparation. The portfolio of evidence must be presented in such a way that the matching of the knowledge, skills and competencies of the module learning outcomes to the prior learning is clearly demonstrated. Other assessment tools such as examination, assignment, interview, or observation can also be used to assess prior experiential learning. The evidence the learner must submit will be based on the learning outcomes of the module(s) they seek credits for. Evidence may include:

- Curriculum Vitae
- Job descriptions and experiences
- References/ testimonials
- Personal statements
- Details of any training completed
- Certificates for qualifications, training programmes, etc.
- Published work
- Professional licenses/registrations or membership of professional organisations
- Video/audio recordings
- Relevant recreational activities or hobbies

When the evidence is collected, it will be presented to an appointed RPL assessor (this will be a suitably qualified, experienced assessor and subject matter expert). They will be responsible for assessing the submitted assessment portfolio in accordance with this procedure and adhering to the award standard and principles of assessment.

## RPEL Procedure

Learner completes RPL Application Form and indicates RPEL as RPL application

T & E Coordinator supports the learner in accordance with this procedure

RPL Assessors assess evidence

### RPL Appeals Procedure

Submission of a portfolio does not guarantee that the learner gains credits. The learner has the right to appeal the decision in relation to RPL (learners can appeal the decision on appeal or grade awarded). Appeals must be made within five days of the decision. All appeals must be made in writing using the Appeals Application Form (see Appeals Procedure).

### Appendix 1: Recognition of Prior Learning Application Form

Please complete all sections of the application form and attach relevant supporting evidence

<b>PART A</b>		
<b>Learner Name:</b>		
<b>Programme Code/Title:</b>		
<b>Award Code/Title:</b>		
<b>Date of Application:</b>		
<b>PART B</b>		
<b>Recognition for Prior CERTIFIED Learning (RPCL)</b> If yes, please indicate which RPCL you are applying for:	Yes/No	
<b>RPCL for QQI award (&lt; 5 years)</b>	Yes/No	
<b>RPCL for QQI award (&gt; 5 years)</b>	Yes/No	
<b>RPCL for an exemption other awarding bodies (City and Guilds, etc.)</b>	Yes/No	
<b>Recognition for Prior EXPERIENTIAL Learning (RPEL)</b>	Yes/No	
<b>PART C</b>		
<b>Details of application:</b>		
<b>Supporting evidence: (Please list all supporting evidence included in this application)</b>		
Exemptions in respect of:		
<b>Module Code</b>	<b>Module Title</b>	<b>Module Level</b>

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training & Education Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_