




LIT
LIMERICK INSTITUTE
OF TECHNOLOGY

Recognition of Prior Learning

Information
Guidelines for
Students

2020-
2023

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Introduction

This handbook is designed as an information guide to support students with each step that is required to complete an RPL application. Recognition of Prior Learning provides an opportunity for learners to gain formal recognition for areas of prior learning and experience, before commencing a module or programme.

The purpose of RPL is to enable those prospective and current students to consider their prior learning as a valuable mechanism to facilitate access to further education opportunities and progression. RPL is based around the prior learning of a prospective or current student and this may be certified learning (formal/accredited) or experiential learning (non-certified/informal/experiential learning). Experiential learning is learning which has occurred through the workplace or through experience and outside of formal education systems.

The LIT RPL policy recognises both certified and experiential learning and applications can be made based on prior experiential learning, formal learning or a combination of both. Therefore, understanding which applies is important to determine the type of RPL application that is appropriate.

Types of RPL

1. Accreditation of Prior Certificated Learning (APCL)
2. Accreditation of Prior Experiential Learning (APEL)
3. Combination of APCL & APEL

1

APCL refers to the certification of formal learning already in the higher education system in Ireland, which is linked to the National Framework of Qualifications (NFQ), or other recognised frameworks for formal qualifications internationally.

2

APEL refers to the recognition of learning which has been obtained through experience in the workplace, in voluntary work, or elsewhere.

3

LIT currently provides opportunities for entry, transfer, progression, advanced entry and module exemptions based on APCL, or APEL for the same purposes, and facilitates combinations of both APCL and APEL when appropriate,

Non-Standard Access (Into year 1, non-standard entry criteria)

Learners can commence a programme of study in LIT, based on learning outcomes which identify the knowledge, skill and competence required to enter at the *initial* stage of the programme.

Advanced Entry into a programme (Into year 2 or subsequent years)

Advanced entry to a programme of study in cases where a learner can demonstrate that they already achieved the learning outcomes associated with all modules for the stage or year for which they are seeking an exemption.

Granting of Exemptions or Credits (For all types of learning)

Credit or an exemption is granted for one or more modules in cases where the learner can demonstrate that they have prior achievement of the learning outcomes for the module(s) for which the exemption(s) is sought.

Determine which type of RPL you are applying for (APCL, APEL or a combination of both)

RPL Application

Complete the Application Form (**ACRP Form 5001**) and include a Learning Portfolio if applicable. This can be downloaded here www.lit.ie

Submitting

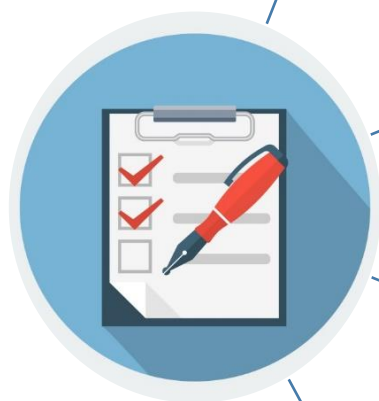
Submit your RPL Application Form and the Learning Portfolio to the Head of Department or the Admissions Office

Deadline for Application

Application for RPL must normally be made by the Friday of Week 2 of the Academic Year/Semester

Fees & Registration

Full fees are paid on registration for the chosen programme of study and associated modules and may be refunded on successful RPL Applications



Snapshot of RPL Application

1. BASIS OF THE APPLICATION FOR THE RECOGNITION OF PRIOR LEARNING

Please fill in the details on the Programme, Stage or Module(s) for which you are seeking the recognition of prior learning.

Basis on which the Recognition of Prior Learning is sought (Select one option below):					
<input type="checkbox"/> Non-Standard Entry	<input type="checkbox"/> Advanced Entry	<input checked="" type="checkbox"/> Granting Exemptions/Credits			
Programme Name on which Exemption(s) is sought:					
Module Title(s) for which Exemption or Credit is sought (List below)	Level of Module	Basis for Exemption: (i) Certified Learning (ii) Experiential Learning	Documentation Included (Please tick box)		
			Syllabus	Transcript of Results	Learning Portfolio
Business Management	Level 6	Experiential Learning			✓
Digital Marketing	Level 6	Certified Learning	✓	✓	

Note: Based on the type of RPL you are applying for different criteria will be applied in the assessment of your application as outlined in the Application Form (Form 5001)

Inserts the title of the module for which they wish to apply to gain an exemption for.

Insert the Level of the module you are applying for, e.g. Level 6, 7, 8, or 9 on the National Framework of Qualifications

Here establish if your claim is based on Prior Certified or Prior Experiential Learning

Include documentation relevant to the type of exemption sought

Example of Prior Certified Learning

James has completed a Level 6 Diploma from Dublin Business School. He seeks an exemption from the following module based on his prior certified learning. He is seeking an exemption on the “Marketing” module in year one of the Bachelor of Business (Honours) in Accounting and Finance programme. Below is an example of how James has mapped or matched the learning outcomes of this module to his prior certified

Table of Learning Outcomes based on Prior Certified Learning	
Describe where in your previous learning (syllabus or exam paper) that this learning was achieved.	
Learning Outcome:	Document how this Learning Outcome was achieved
Learning Outcome 1:	Apply the marketing concept and principles in a range of organisational contexts.
Learning Achieved:	<p>The marketing module that I did in my diploma takes learners through the fundamentals of marketing planning and emphasises the role of research and marketing intelligence in decision-making. It aims to combine theory and practice to enable learners to gain a broad perspective on marketing and its role within organisations.</p> <ul style="list-style-type: none"> • Introduction to Marketing • The Marketing Environment • Marketing across Business Contexts • Marketing Research • Segmentation, Targeting & Positioning • Marketing Planning • Marketing Decision Making.
Learning Outcome 2:	Apply tools and techniques to formulate the organisation's marketing strategies.
Learning Achieved:	<p>The digital marketing module I did in my diploma was about examining and exploring the role and importance of digital marketing in today's rapidly changing business environment. It also focuses on how digital marketing can be utilised by organisations and how its effectiveness can be measured.</p> <ul style="list-style-type: none"> • Introduction to digital marketing • Digital Strategy and Planning • Website marketing tools and Website design /development for digital marketing • Digital content - website, blogs, email, webinars, videos, podcasts, PPC advertising • Social Media and Social Bookmarking - Facebook, Twitter, Pinterest, Instagram, YouTube and YouTube channels • Search Engine Marketing • Search Engine Optimisation.

Prior Experiential Learning

- involves mapping experiential learning to the learning outcomes

1. CV and Job Description



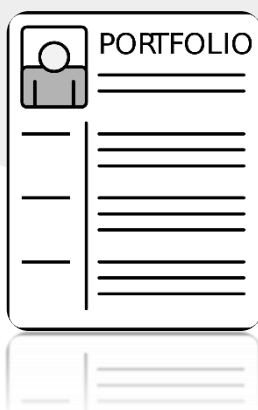
Employment:

- ➔ Current and previous work experience
- ➔ Duties and responsibilities

Education:

- ➔ Details of courses attended; include the titles of qualification, years attended, modules and grades etc
- ➔ In-company training courses

2. Learning Portfolio Evidence (Learning Outcomes)



- ➔ Review the course and details of the module (the learning outcomes) that you wish to gain an exemption for
- ➔ Demonstrate the connection between your previous learning experience and the learning outcomes of the module
- ➔ Map your prior learning to the learning outcomes of the module in a clear and logical manner and provide sound evidence
- ➔ Module content is accessible through the relevant academic department.

Example of Prior Experiential Learning

Sarah is a part-time supervisor in a hotel and is seeking an exemption on the “Business Management” module in year one of the Bachelor of Arts (Honours) in Business Studies with Travel and Tourism Management programme. The following is an example of how Sarah has mapped or matched the learning outcomes of this module to her prior experiential learning in industry.

Table of Learning Outcomes based on Prior Experiential Learning <i>Present your understanding of the learning outcome. Bring in an example from your work/life practice to illustrate what you are saying and demonstrate what you understand</i>	
Learning Outcome	Document how this learning outcome was achieved:
Learning Outcome 1:	Demonstrate knowledge of the fundamentals of management and the business environment for the service industry
Learning Achieved:	Marketing - promote and market the business Finance - Set the standard for sales and customer service - Met the store's monthly sales target/and handling the budget <ul style="list-style-type: none"> • Operations - Ensured events and conferences ran smoothly • Supervised maintenance, supplies, renovations and furnishings • Carried-out inspections of property and services • Ensured compliance with licensing laws, health and safety and other statutory regulations • Planned and organised accommodation, catering and other hotel services • People - Supervised, interviewed, trained, scheduled staff • Dealt with customer complaints and comments • Dealt with contractors and suppliers • Recruited, trained and monitored staff • Planned work schedules for individuals and teams • Responsible for safety training staff members • Meet and greet customers
Learning Outcome 2:	Demonstrate an understanding of the role that accounting information, concepts, and principles have in the preparation of financial accounts.
Learning Achieved:	<ul style="list-style-type: none"> • Generated monthly inventory reports and managed deliveries • Managed budgets and financial plans and control expenditure • Analysed sales figures and devise market and revenue management strategies • Maintained statistical and financial records • Set and achieved sales and profit targets
Learning Outcome 3: etc	Insert evidence and map. Continue for all other learning outcomes

Final Checklist



Completed Application:

- ✓ Ensure you sign the Declaration

Curriculum Vitae:

- ✓ Submit a copy of your CV

Evidence of learning:

- ✓ Transcript of Results
- ✓ Syllabus
- ✓ Portfolio for Experiential Learning