

**Recognition of Prior Learning (RPL)**

**APPLICATION FORM**

**LEARNKEY**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home tel: \_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_

E- mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick which type of RPL you are seeking.

INFORMAL

NON FORMAL

Please give a brief outline of what you are requesting:

**Section1 – Application for credit exemptions/advanced entry based on learning at a**

**LEARNKEY Institute**

Please state clearly the relevant prior learning you wish to have recognised for exemption and attach required supporting documents e.g. official transcript of results.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of qualification | EQF level of course/ programme | Date Awarded | Accreditation Body | Name of Institution and Student Number | Relevant modules for which you are applying to have your prior learning recognised |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Section 2 – Application for admission / credit /advanced entry based on experiential learning.**

In presenting your experience you should refer to the learning outcomes you have achieved and why these are relevant to your programme , including which modules you feel are possible equivalences and for which you are applying to have prior learning recognised .

**Please attach all required supporting documentation (e.g. CV, references, etc. )**

|  |
| --- |
| Future learning plan and the role of RPL in this. |
| Life / work experience, including experience and skills gained through volunteerism / care work etc. |
| Education details: second level and any subsequent education and training courses undertaken, including work-related training. |
| Other achievements, including awards or prizes or publications. |
| Please list the supporting documents you have attached to this form. |

**Checklist and Declaration**

In order that your application can be dealt with as quickly as possible, please submit, where applicable photocopies of the following documentation with this form:

Applicants requesting advanced entry / credit exemption based on **learning accredited at a Higher Education Institute** - have you attached the following supporting documents?

* An official transcript of result, and
* A formal syllabus which includes topics covered, texts and references, learning outcomes and assessment and grading criteria for the relevant module (s)/programme(s).

Applicants requesting admission / advanced entry / credit exemption based on **experiential learning** – have you attached the relevant supporting documents? These may include:

* Your CV
* References
* An official syllabus or outline of education / training undertaken
* Other

**Declaration**  I wish to apply for recognition of my prior learning as outlined above. I have read and understood the LEARNKEY `s RPL Policy.

I declare that the details provided by me are accurate. I understand that the data provided by me in this form will be used and protected by the LEARNKEY in full compliance with data protection regulations.

**Signature**  Please sign: **­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_**

**Please send completed forms to LEARNKEY**