

Hibernia College Quality Framework

Procedure for the Recognition of Prior Learning



HIBERNIA
COLLEGE

1 Introduction

1.1 Purpose and Parent Policy

This procedure sets out the steps to be taken in the event of an application for the recognition of prior learning (RPL) by a prospective student under the *Policy for the Recognition of Prior Learning* and the *Policy for Access, Transfer and Progression*.

1.2 Responsibilities

a. Applicant responsibilities

- i. Applicants are responsible for supplying evidence of prior learning achieved.

b. Staff responsibilities

- i. The Registrar is responsible for determining if an application for RPL is possible in respect of the relevant programme and applicant.

c. Faculty responsibilities

- i. The Director of Programme is responsible for determining whether (and to what extent) the applicant's prior learning meets the criteria for entry to the programme and/or the intended learning outcomes of the programme.

2 Procedure

2.1 Application for the Recognition of Prior Learning

a. Application

- i. The applicant submits an application in writing to the Registrar using the appropriate form, identifying the:
 - Learning for which they are seeking recognition and information as to whether it is formal, non-formal or informal
 - The purpose for which they wish the learning to be recognised, i.e. to meet an entry requirement or to meet one or more of the programme learning outcomes, or an associated module learning outcome.

b. Assessment of the application: formal prior learning

- i. The Registrar, or their nominee, in consultation with the relevant Director of Programme determines if the formal learning aligns to the associated programme or module learning outcomes and what exemptions can be granted.

c. Response: formal prior learning

- i. The Registrar, or their nominee, responds to the applicant stating what if any exemptions can be granted. They also include information about:
 - The programme learning outcomes and the module learning outcomes which have been addressed by the applicant in previous formal learning
 - The implications of grading or non-grading and any associated issues of classification (refer to the *Policy for RPL*)
 - Any specific programme rules or professional body rules pertaining to RPL, including information about the currency of learning.
- ii. Where an application for RPL cannot be processed, the Registrar provides clear information to the applicant about this.

d. Assessment of the application: informal or non-formal prior learning

- i. The Registrar, or their nominee, consults with the relevant Director of Programme to determine if and how any informal or non-formal prior learning will be assessed. They also consult the Finance Department to determine a fee for the process.

e. Response: informal or non-formal prior learning

- i. The Registrar, or their nominee, responds to the applicant stating whether or not the assessment of any informal or non-formal prior learning is possible for the purpose requested, and if it is, they provide information about:
 - The learning outcomes and criteria against which their learning will be assessed
 - The nature of the assessmentPossible assessment instruments for informal and non-formal prior learning include:
 1. The submission of a portfolio for assessment
 2. Participation in examinations
 3. Completion of a piece of project work
 - The implications of grading or non-grading and any associated issues of classification (refer to the *Policy for RPL*)
 - Any specific programme rules or professional body rules pertaining to RPL, including information about the currency of learning
 - The relevant fee.
- ii. Where an application for RPL cannot be processed, the Registrar provides clear information to the applicant about this.

f. Possible outcomes from the assessment of informal or non-formal prior learning

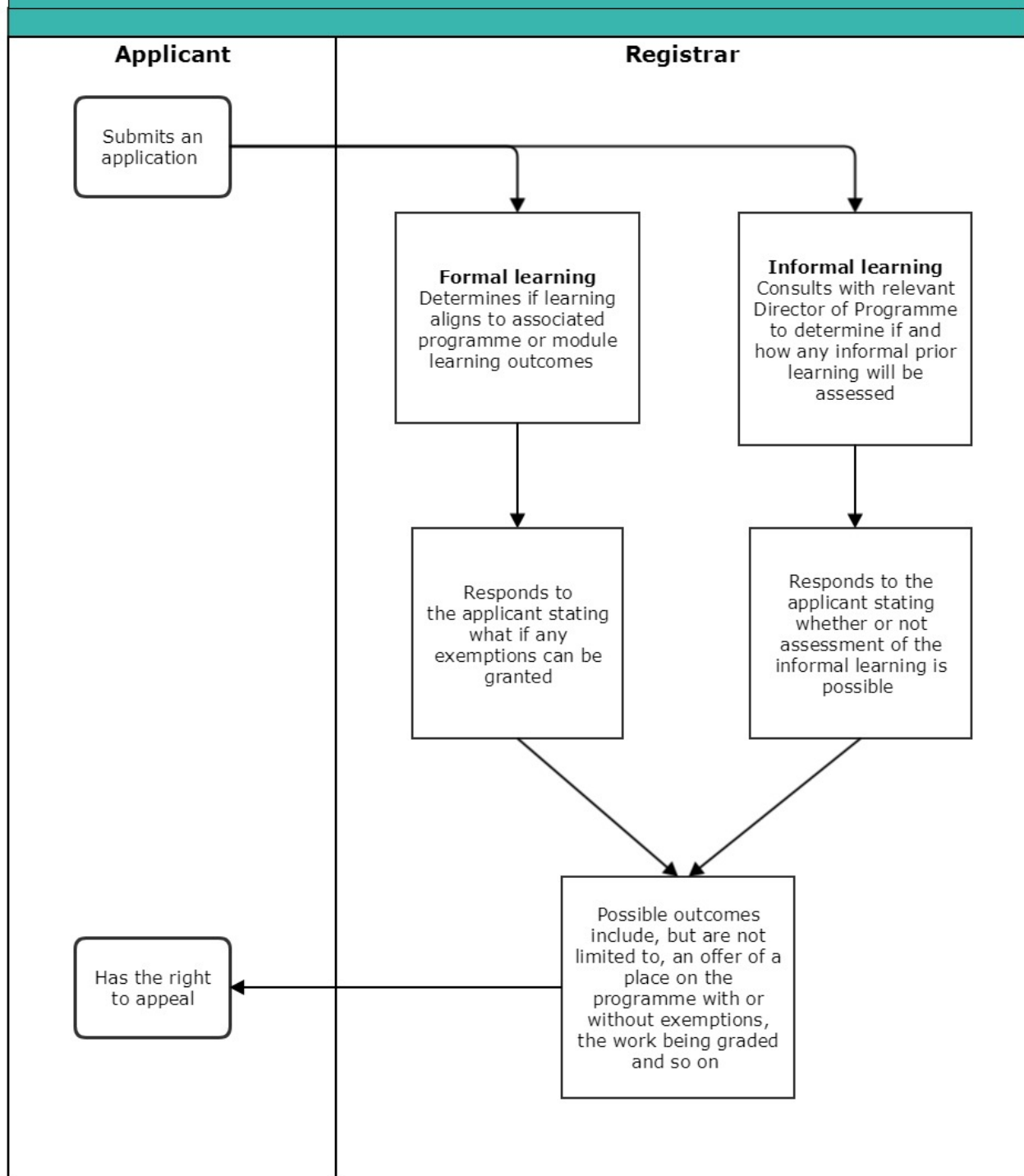
Potential outcomes from an assessment include the following:

- i. An applicant may be offered a place on a programme.
- ii. An applicant may be offered a place on a programme without exemptions. In this case, the College advises the applicant of this decision and refers them to the Admissions Office for continuation of entry to the programme.
- iii. An applicant may be offered a place on a programme with exemptions.
- iv. In the recognition of prior learning, the work may or may not be graded. There are different consequences for this and these are communicated to the applicant.
- v. An applicant may choose to decline an exemption where it has classification consequences that the applicant perceives as disadvantageous.

g. Right of appeal

- i. Applicants have the right to appeal a decision on an application for RPL to an appeals committee in line with the *Policy for Appeals*.

Simplified: Recognition of Prior Learning



3 Document Control

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