

Recognition of Prior Learning Procedure (ED-SOP-048)

Document Title	Recognition of Prior Learning Procedure
Document Number	ED-SOP-048
Version	1.0
Department	Education Development Department
Owner/Responsible for Implementation	Education Development Manager
Approving Body	Academic Board
Effective date:	February 2021
Next Review date:	February 2023
Related Documents	ED-SOP-046 – Access, Transfer and Progression Policy PMEC-F-049 – Recognition of Prior Certified Learning Form PMEC-F-050 – Recognition of Prior Uncertified Learning Form

1. Prospective and enrolled learners who wish to apply for Recognition of Prior Learning (RPL) are directed on the RCPI website to RPL Information and RPL application forms. Prospective learners may also email their Programme Coordinator to clarify any questions they may have in relation to their application.
2. Completed [Recognition of Prior Certified Learning- Application Form \(PMEC-F-049\)](#) and/or [Recognition of Prior Uncertified Learning – Application Form \(PMEC-F-050\)](#) are emailed with required documentation to the Programme Coordinator by the specified deadline.
3. Applications for RPL in respect of prior certified learning must include an outline of previously achieved learning outcomes associated with prior certified learning that match the learning outcomes of the programme on which the applicant wishes to enrol (in absence of entry requirements). All certified learning applications must be accompanied by a transcript of exam results and a copy of programme syllabus that includes learning outcomes.
4. Applications in respect of prior uncertified learning must attach a portfolio of evidence that includes:
 - CV containing details of education to date, qualifications, career history, competencies and main role/responsibilities associated within each role. Prior learning cannot be identified by a period of work in a particular role(s) but rather by examples that demonstrate specific learning while in a role
 - References from each employer that validate the achievement of learning outcomes.
 - Aspects of prior uncertified/experiential learning must be aligned with programme/module learning outcomes associated with entry requirements or where exemption is sought, articulated learning outcomes of programme on offer.
5. The Programme Coordinator acknowledges receipt of RPL application and supporting documentation.
6. The RPL application will not be processed until all required documentation has been received. This is the responsibility of the applicant.
7. The completed application is forwarded to the Education Specialist with responsibility for the programme.
8. The Education Specialist in consultation with the Programme Lead reviews the evidence provided by the applicant against the following criteria:
 - *Relevance*: The presented evidence will be relevant to the intended module/programme and correspond to the minimum intended module learning outcomes (MIMLOs) and to minimum intended programme learning outcomes (MIPLOs)
 - *Level*: The learning will be at the required level, i.e. it will map to the appropriate NFQ level descriptors
 - *Sufficiency*: The evidence in support of RPL will support the claim that learning outcomes have been achieved

- *Reliability*: The evidence of prior learning will be reliable, and it will be possible to verify that it is the learning of the applicant
 - *Validity*: The prior learning will match the required MIMLOs and MIPLOs and will be demonstrated by valid mechanisms
 - *Currency*: The achieved prior learning will fit with current knowledge and practice
9. The Education Specialist notifies the Programme Coordinator of the outcome.
 10. The Programme Coordinator informs the applicant regarding the outcome of the assessment process within 10 business days of the decision if the application is in relation to prior certified learning.
 11. If the application is in relation to prior uncertified learning the deadline for a decision and communication of the decision with the applicant is 20 business days. These timelines are subject to submission of all required documentation by the applicant.
 12. Applicants may be asked to attend for interview in relation to prior uncertified learning.
 13. In the event the application for RPL is not approved, the applicant may appeal the decision once via the [Appeals Policy \(ED-Pol-071\)](#).
 14. All RPL applications and outcomes are recorded in programme files to be included in programmatic and departmental review.