

## **Appendix 4**

### **Portfolio for Recognition of Prior Learning**

## **Portfolio of Evidence in support of Application for Recognition of Prior Learning.**

To present a case for recognition of prior learning you must decide on what basis you are making a claim:

- Successful participation in a formal learning programme for which certification has been awarded (Accreditation of Prior Certificated Learning (APCL)).
- Prior learning is the outcome of non-formal or informal learning achieved through workplace training, voluntary sector activities or private study, which are not certified (Accreditation of Prior Experiential Learning (APEL)).
- A combination of APCL and APEL.

For all applications, the RPL Application Form must be completed in full. It is important that each applicant clearly identifies the module for which the application is being made. Your response must focus on the learning or experience gained relating to the learning outcome for each module for which the application is being made.. This can take a bit of preparation on your part as you must provide a clear account of how your prior learning matches that of the module for which you are seeking recognition.

It is recommended that you would discuss your case with your PhD supervisor before beginning the application process.

### **Accreditation of Prior Certificated Learning**

When the application is based on APCL it is necessary to state what prior exam(s) form the basis of the case and present this information along with proof of learning which must include the following:

- Transcript of results
- Syllabus of previous subject(s) / Module descriptors

Please note: where transcripts of results are used as evidence of learning, the originals must be presented for verification purposes and a photocopy must be submitted with the application form. If the above is not available in English then it must be translated and

stamped by a translation service. The onus is on each applicant to ensure that the information they submit is accurate.

### **Accreditation of Prior Experiential Learning or Combination**

When the application is based on prior experiential learning or a combination of experiential and formal learning it is necessary to submit a portfolio of evidence of prior learning. This portfolio must provide evidence of significant appropriate learning achieved following undergraduate education.

The format of the portfolio is dependent on the basis of the claim and will vary from applicant to applicant. An overview of a structure and some guidance is provided below.

### **Portfolio of Learning**

1. Curriculum Vitae and Job Description (This should outline your education, training, work and life experience to date).

#### *Employment*

Current Employment

Previous Employment

#### *Education*

Third Level Education

Training

Other Education

#### *Relevant Additional Information*

2. Learning Achieved (you must show the learning you have achieved through work or other experiences against each of the learning outcomes of the module for which you are seeking recognition. The learning outcomes for all modules are given in the PhD Student Handbook)
3. Portfolio Inventory (This section verifies or proves the materials presented in the first two parts of the portfolio.)

Here are examples of the range of evidence that can be used to verify all of the learning you have.

- Records of on-the-job training
- Published material
- Letters of Certification
- Written reports
- Judgements, evaluations by others
- Photographs / audio / video tapes
- Diaries
- Teacher training records
- Testimonials
- Reports on unpaid work
- Documents
- Critical incidents
- Copies of Certificates
- References
- Completed project work
- Job Profiles

#### **4. Declaration by Learner**

You must include a declaration, which must be signed and dated, stating that the portfolio of work represents your learning in an area and that you are aware this is