

## **Policy Area: Admissions, Access, Recognition**

### **Policy and Procedure Title: Recognition of Prior Learning (RPL)**

Policy No: UXDI-UCD 001

Version: 2.1

Date: 12 February 2020

#### **Foreward**

This policy was created in conjunction with the UCD Professional Academy. It represents a joint approach to RPL for the co-delivery of the Professional Diploma in UX Design.

#### **Policy Statement**

UXDI and UCD are committed to considering previous achievements and experience when applying for entry onto courses and programmes. Learning may have been acquired through formal or informal modes.

Recognition of prior learning (RPL) involves identifying and recognising candidate learning however it may have been achieved.

UXDI and UCD consider every learner's application for RPL in a fair and transparent way and is committed to having arrangements in place to facilitate RPL for entry and credit towards an award.

#### **Staff:**

- Head of Programmes
- Chair of Quality Committee
- Admission Team

Process:

### **1. Designate responsible person at UXDI**

UXDI has appointed an individual with responsibility for the recognition of prior learning and the co-ordination of RPL. Any learner to which an assessment of RPL may apply is invited to come and meet with the Head of Programmes to discuss and assess the learner's eligibility to gain credit for prior achievement and learning with regard to the specific UXDI course.

### **2. Provide adequate training on RPL processes (incl. programme mapping)**

UXDI requires that the Head of Programmes is formally trained on RPL processes.

The Head of Programmes will map the achievements of the learner against the learning outcomes of the related modules on any course, and then identifies gaps and/or confirm coverage. This allows the Admissions Team to determine at what stage the learner can enter the programme, or what exemptions, if any, will be allowed, and what additional assessments and learning must be completed.

### **3. Provision of support to students in accessing programmes via RPL**

Information about RPL arrangements is in place and available for each programme at UXDI. UXDI RPL arrangements are informed by regulatory body policy and guidelines. Information about RPL is made available by UXDI upon request.

### **4. Submit RPL application**

In conjunction with the Head of Programmes, the student will submit their RPL application for the assessment of prior learning. The student will indicate the type of portfolio proof available (e.g. certificates, certificates of achievement/attendance, references, professional portfolio of work, testimonials from employers that the applicant has and used relevant knowledge, skill or competence in his/her employment etc).

### **5. Carry out RPL assessment**

The Head of Programmes will map the achievements of the learner against the learning outcomes of the related modules on any course, and then identifies gaps. This allows the Admissions Team to determine at what stage the student can enter the programme, what exemptions, if any, will be allowed, and what additional assessments and learning that must be completed.

Exemptions are granted to the learner if achievements of the learner are mapped successfully against the learning outcomes of the related modules or course.

Internal and external verification of RPL will be carried out in conjunction with the relevant approved accrediting bodies.

## **6. Communicate with learners**

Learners will be notified by e-mail of the decision by the Head of Programmes.

## **7. Establish an appeals process**

UXDI has established an appeals process for learners.

Learners will be notified by e-mail of the decision by the Head of Programmes.

In certain circumstances prior learning will not be recognised. These include:

- Learning that is similar to assessment criteria but which has been met at a level lower than the current programme of study being undertaken by the learner
- Prior learning that is not current in meeting the qualification

## Application Form: Recognition of Prior Learning

### When to complete this form:

This is not a programme application form. This is for use by applicants who:

1. Do not currently meet the academic admissions requirements of the course applied for, or
2. Would like to have previous academic qualifications or experiential learning taken into account in order to remit part of the programme of study.

### Submission timeframe:

In order to be considered, this form must be submitted prior to the start of the relevant programme, and before you have formally accepted an offer of a place.

### Completing the form:

- All applicants must complete Sections A (Personal Details) and B (Applicant Declaration).
- Please complete section 1 or 2 depending on the type of prior learning you are applying to have recognised:
  - Learning accredited at an Institute of Higher Education: please complete Section 1.
  - Experiential learning: please complete section 2.

**Incomplete applications will not be accepted.** As part of your application, you must complete the form and supply all required supporting evidence and documentation relevant to your application and sign the form as required.

### Additional information:

- Applications for RPL submitted after a formal acceptance will only be considered at the discretion of the UX Design Institute and the UCD Professional Academy, and if unsuccessful will not be considered valid grounds for withdrawal and refund.
- Receiving an offer of admission to a programme is not a guarantee that you will be successful in any RPL application to have prior learning recognised and credit applied to the programme.
- If you would like to submit your application electronically and do not have an electronic signature, you should type your name in the signature section and this will be taken as your signature for the purposes of this application. If you do not sign/type your name here, your application will be deemed incomplete and will not be accepted.
- The amount of credit or remission based on prior learning that may apply to your programme is determined by the Head of Programmes, and decisions are final.
- The UX Design Institute and the UCD Professional Academy reserve the right to contact an institution or referee to verify information provided.

| A. Personal Details                                                                                                                                                                                                                                                                                                         |                     |                                                    |           |                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------|-----------|---------------------------------------------------------------------------------------------|
| Name                                                                                                                                                                                                                                                                                                                        |                     | Student No.<br>(where known) or<br>Application No. |           |                                                                                             |
| Date of Birth                                                                                                                                                                                                                                                                                                               |                     | Programme Title                                    |           |                                                                                             |
| Phone number                                                                                                                                                                                                                                                                                                                |                     |                                                    |           |                                                                                             |
| Email address                                                                                                                                                                                                                                                                                                               |                     | Programme Start<br>Date                            |           |                                                                                             |
|                                                                                                                                                                                                                                                                                                                             |                     |                                                    |           |                                                                                             |
| <p>Please tick which section you are completing.</p> <p><input type="checkbox"/> Learning accredited at another Higher Education Institute: please complete Section 1.</p> <p><input type="checkbox"/> Experiential learning: please complete section 2.</p> <p>Please give a brief outline of what you are requesting:</p> |                     |                                                    |           |                                                                                             |
| <p><b>Section 1 – application for exemption based on learning accredited at an institute of Higher or Further Education.</b><br/> <b>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.</b></p>       |                     |                                                    |           |                                                                                             |
| Institute and your<br>student number                                                                                                                                                                                                                                                                                        | Dates of attendance | Course or programme title                          | NFQ level | Relevant components for which<br>you are applying to have your prior<br>learning recognised |
|                                                                                                                                                                                                                                                                                                                             |                     |                                                    |           |                                                                                             |
|                                                                                                                                                                                                                                                                                                                             |                     |                                                    |           |                                                                                             |
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|                                                                                                                                                                                                                                                                                                                             |                     |                                                    |           |                                                                                             |

Please list the supporting documents you have attached to this form:

**Section 2 – application for exemption 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 components 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.)** and if you would like to get further information on applications based on prior experiential learning, the relevant course team may be able to refer your query to the appropriate person.

**Future learning plan and the role of RPL in this**

What is your main reason for considering this course now and how best would RPL contribute to this?

**Life/work experience, including experience and skills gained through volunteerism/care work**

This would include key learning and skills achievements.

**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:

**B. Applicant Declaration**

I confirm that I have read and completed this document carefully, and that the information given is true and factually correct. I confirm that this information may be disclosed, where necessary, to appropriate staff of the UX Design Institute and the UCD Professional Academy involved in determining and implementing my request and I understand that the Professional Academy may verify the information I have provided, e.g. by contacting a previous institution or referee included as part of my application.

I also understand that my application may not be successful and that I may not receive RPL. In such cases, I understand that I am responsible for all assessments associated with my programme and therefore should attend and participate fully in the course.

Print name:

Signed:

Date:

### **Checklist for applicants when making a recognition of prior learning application**

- Have you filled in your personal details?
- Have you completed the relevant sections?
- Have you signed the form (for online submissions, please type your name in the space provided for your signature)?

Applicants requesting credit exemption based on learning accredited at an Institute of Higher or Further Education – have you attached the following supporting documents?

- An official transcript of results, 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 credit exemption based on experiential learning – have you attached the relevant supporting documents? These may include: N/A

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