IADT

Recognition of Prior Learning

Institute policy

May 2018

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Purpose	This is the revised Institute Recognition of Prior Learning policy.
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Who needs to know about this document	Registrar, Heads of Faculty, Heads of Department, Programme Co-ordinators, all academic staff, Access Office, Admissions Office, all potential applicants
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Policy Author	Teaching & Learning committee, Registrar
Policy Owner	Registrar

IADT Recognition of Prior Learning (RPL) Policy

Introduction

IADT aims to facilitate entry to and participation in its academic programmes. The admission of students to programmes on the basis of recognition of prior learning (RPL) is an important part of this process.

The RPL policy supports the achievement of the IADT *Policy and Strategy for Participation, Equal Access and Lifelong Learning* and is part of the IADT *Learning, Teaching and Assessment Strategy*. It complies with *HETAC Assessment and Standards*. This revised policy and associated documents implements recommendation 4.15 of the 2011 IADT Institutional Review.

There are three parts to the policy:
Part 1   Application for admission to programmes.
Part 2   Application for admission to stages other than stage 1 of a programme.
Part 3   Application for exemptions from modules of a programme.

Part 1   Application for admission to programmes – Stage (Year) 1

Each faculty identifies a designated RPL mentor for admission to its programmes.

Each programme identifies appropriate academic work e.g. reading & comprehension, portfolio of artwork, essay or whatever is appropriate to the discipline and NFQ level and the applicant's academic position. This is complemented by the IADT application form, a Europass CV and a dossier of evidence in support of the application that is informed by the national standards for the discipline. This is the RPL pack for applicants.

Please note that the volume of work required by the applicant matches the credit volume of programme being applied for, e.g. RPL applicants for special purpose awards have less to do.

Applicants wishing to apply for admissions to programmes on the basis of recognition of prior learning should:
1. *Complete an application form*
    This is the standard application form for the programme, available on the Institute's website or from Admissions. On this form applicants indicate that they wish to be considered as an RPL candidate.

    On receipt of the application form the Admissions Office informs the relevant faculty/programme and the designated RPL mentor contacts the applicant. The designated RPL mentor briefs applicants on the RPL requirements for the programme.

2. *Prepare the RPL submission*
    The applicant completes a Europass CV, the identified academic work, and prepares a dossier of evidence to support their application. During this process the RPL mentor

and/ or Head of Department for the faculty/programme are available to support the applicant and answer questions. Sufficient time is allowed for the process to enable the applicant to present the required submission.

3. *Assessment of RPL submission*
   a. The applicant's submission i.e. application form, Europass CV, required academic work and dossier is reviewed and where appropriate the applicant is interviewed.
   b. The applicant's submission (and the interview) is assessed by the RPL mentor and Head of Department against the appropriate NFQ level indicators. A recommendation is prepared on whether or not the applicant has sufficient prior learning to be admitted to the programme.
   c. The report is sent to the Admissions Office.

4. *Offer of a place*
   a. If the assessors are satisfied that the applicant has met the entry requirements and places are available he/she is contacted by the Admissions Office with a letter offering them a place. Standard registration procedures then apply.
   b. If the assessors are not satisfied that the applicant has met the entry requirements then no place is offered and the applicant is informed by the Admissions Office.

5. *Appeals procedure*
   If the applicant is refused a place then he/she may appeal the decision of the assessors. The applicant should write to the Registrar and outline the reasons for the appeal. The Registrar will review the case. The decision of the Registrar with regard to admission is final.

## Part 2	Application for admission to stages other than stage 1 of a programme

1. Direct entry
   Where direct entry exists between a College of Further Education and IADT, applicants apply for admission using the Direct Entry application form. Provided the applicant complies with the requirements and places are available the admission application is processed.

2. Evidence of achievement of learning outcomes for preceding stages
   Where applicants are seeking admission to a stage 2, 3 or 4 on a programme other than on the basis of an identified link with a College of Further Education they will need to provide evidence that they have achieved the learning outcomes of the stages preceding the stage of application. That is in order to be admitted to stage 2 applicants will need to provide evidence that they have achieved the learning outcomes for all the stage 1 modules.

   This evidence is submitted in a similar way to the process for admission to the programme. The procedure is as follows:

- Completion of application form, Europass CV and preparation of dossier. In this case specific evidence is required of the achievement of the learning outcomes of the modules in the appropriate stages.
- Internal assessment

Please see the RPL policy for admission to programme (Part 1) for a full outline of the procedure.

Part 3   Applications for exemptions from modules of a programme

1. Current IADT students wishing to apply for exemption from a module or modules at any stage within a programme are seeking recognition of prior learning for the learning outcomes in the module(s) from which exemption is sought. They need to present an argument that they have achieved the learning outcomes of the module. This may be a previous module taken, assessed and certified. In this case it would be necessary to provide documentary evidence to compare the modules, NFQ level and stage.
2. In the case of experiential learning it is necessary to a present a dossier that provides evidence of the achievement of the learning outcomes. An internal assessment procedure takes place which would result in the acceptance or rejection of the dossier for module credit.

The procedure is:
- Apply to programme Chair in writing seeking exemption with relevant supporting documents.
- Application is reviewed by programme Chair or nominated person and Head of Department.
- Application is submitted to the Registrar by the Head of Department with recommendation for approval or rejection of application.
- Decision on exemption is made by the Registrar and letter is sent to the student.

Notes:
(a) Where modules contribute to an integrated assessment, exemption from the module may be granted but the entire assessment task must be completed.
(b) Where modules contribute to an award classification it may be necessary for the student to complete the module assessment. Alternatively the award may be unclassified.
(c) Exemption from a module means that the exempted module may not be used for compensation unless the exempted module is assessed.
In all cases the student needs to be made aware of this before an application is submitted.

Information for applicants

Please note that where an applicant's first language is not English they must meet the Institute's English language requirement as stated at
http://www.iadt.ie/en/ProspectiveStudents/HowtoApply/InternationalStudents/.

Glossary of Terms

Term	Meaning
Applicant	The person applying for admission to programmes and/or exemption from modules on the basis of RPL.
Dossier	The document that identifies the applicant's prior learning organised by the strands and sub strands of the National Framework of Qualifications.
Portfolio	A compilation of creative work often presented as evidence for admission to programmes.
RPL	Recognition of prior learning
RPL assessor	The person who reviews the RPL application and determines if the applicant meets the admission criteria for programmes.
RPL mentor	The person who supports the RPL applicant in the preparation of the submission.

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