

PROVIDER NAME: CCT College Dublin (CCT)		
POLICY AREA: Standard 6: Admissions, Access, Transfer, Progression Recognition and Certification		
Policy and Procedure Title: Recognition of Prior Learning (RPL), Admissions and Exemptions	Policy No: CCTP602	Version: 2.0
<p>Policy Statement</p> <p>CCT is committed to considering all learners' previous achievements and experience when applying for entry onto courses offered by the College. Recognition of prior learning (RPL) is a process of identification, assessment and recognition of learning howsoever acquired.</p> <p>CCT will frame its Policy and Procedures in the context of The Principles and Operational Guidelines for The Implementation of a National Approach to Credit in Irish Higher Education and Training (NQAI) June 2005, republished by QQI in 2015</p> <p>Such prior learning may have been acquired through formal, non-formal or informal routes and includes accredited, non-accredited and experiential learning. The purpose of CCT having procedures for RPL, is in keeping with its policy on Access, Transfer and Progression, and to consider every learner's application in a fair and transparent way. CCT is committed to having arrangements in place to facilitate RPL for Entry and RPL for Credit towards an Award.</p>		
<p>Staff Involved Head of Admissions, Dean of School, Programme Leader, Head of Faculty</p>		
Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p>CCT applies the following procedures for Recognition of Prior Learning:</p> <p>Recognition of Prior Learning Process for Entry and Advanced Entry</p> <p>RPL is advertised in CCT recruitment literature, and on the website. RPL may be sought for admission to a programme, advanced entry to a programme or for exemptions from a part of a programme.</p> <p>Potential RPL applicants seeking to access a CCT programme through RPL are invited to a preliminary meeting with</p>	<p>Head of Admissions Head of Marketing</p>	<p>E-mail communication Admission form</p>

The decision is communicated to the applicant who may then proceed with the application or appeal the decision.

Appeal against RPL Admissions Decision

Should an applicant wish to appeal and RPL admissions decision the appeal must be put in writing to the Head of Admissions within 5 working days of communication of the decision.

Disagreement with the decision in itself does not constitute grounds for appeal.

Where it is felt there are adequate grounds for appeal the Head of Admissions will liaise with the Dean of Academic Affairs to determine the appropriate course of action normally one of the following:

- Review of the decision made and rationale for same to ensure suitability and accuracy of the decision
- Arrangements for re-marking of the portfolio by an independent party
- Consideration of additional material by the original assessor

The outcome of the appeal will be communicated to the applicant at the earliest opportunity, determined by the specifics of the individual case.

RPL for Exemptions

Exemptions from modules may be sought by applicants or current students. Applicants should identify their intentions at the point of enquiry / application and will be directed to the appropriate Programme Leader. Current students should approach the Programme Leader directly and outline their intentions to apply for exemptions. Such approaches should be undertaken in a timely manner to allow for an exemptions application to be completed prior to the module(s) commencing so that the learner journey is not unnecessarily disrupted. Where insufficient time is allowed, and the exemptions application is subsequently denied, the learner may have to defer or delay their studies in order to catch up the module(s) concerned.

Advice and Support

The Programme Leader will assign a subject matter expert to meet with the exemptions applicant to discuss the learning outcomes of the module(s) for which intention to seek exemption is sought. The exemptions applicant is

Head of Admissions
Dean of Academic
Affairs

Appeal application
Records of appeal
deliberations

Programme Leader

Application

provided with the module descriptor and information regarding expectations.

The Programme Leader will continue to act as an advisor to the exemptions applicant and will agree the timeline for submission of an exemptions application.

All exemptions applicants must be made aware of:

- The fact that exemptions can only be granted for full modules, not components
- Exemptions will only be permitted where satisfaction of module requirements through exemption does not negatively impact on the overall programme learning experience for the learner or the cohesion of the programme.
- Exemptions based on experiential learning will be assessed for the learning acquired, not the experience itself.
- The implications of failing with their application
- The potential implications for award classification where it is not possible to assign a mark for the exemption.
- Evidence of learning will be verified for accuracy and authenticity
- To ensure currency of knowledge, evidence to support exemptions is normally restricted to the last 5 years and may be less in areas where progress and development is rapid e.g. IT.

As per QQI Assessment and Standards 2013, if the module where exemption is being sought contributes to the overall award classification, a grade must be awarded for the award to be classified. Where a grade cannot be awarded an unclassified award should be made. There may be circumstances where the learner may be advantaged by waiving their right to exemption.

Modules which do not contribute to the award classification do not need to be graded.

Exemptions in the award stage of a programme are restricted to a maximum of 30 credits and exclude the capstone assessment where applicable.

Records of guidance
Email records

<p>Monitoring</p> <p>As part of the monitoring of the effectiveness of this procedure the QA Officer will include RPL applicants in the admissions audit to establish adherence to the policy. Exam Board and External Examiner records will be used to inform appropriateness of RPL admissions in the context of student achievement. Standard retention and progression monitoring as part of annual review highlight if there are patterns associated with RPL admissions and exemptions.</p>		<p>QA Officer Programme Leader</p>	<p>Admissions Audit Annual monitoring report</p>
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
<p>Head of Admissions Head of Faculty Programme Leader Dean of Academic Affairs QA Officer</p>	<p>Annual</p>	<p>Admissions External Examiner reports Staff development evaluation forms Admissions Audit</p>	

POLICY CONTROL SHEET

Policy Title	Access, Transfer and Progression
Responsible Officer(s)	Dean of Academic Affairs
Issuance Date	March 2018
Effective Date	May 2018
Last Review Date	January 2018
Supersedes	Version 1.0
Next Review Date	August 2019
Designated Reviewer(s)	Dean of Academic Affairs

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
2.0	March 2018	Updates to reflect differentiation between RPL admissions and RPL exemptions. Detail of criteria and standards to be applied and clarification on guidance to issued.	Dean of Academic Affairs	Academic Council

References upon which the Policy section is based

CCT Policy area	Access, Transfer and Progression
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines The Principles and Operational Guidelines for The Implementation of a National Approach to Credit in Irish Higher Education and Training (NQAI) June 2005, republished by QQI in 2015 QQI Assessment and Standards, Revised 2013
Related CCT Policies / Forms	CCTP601 – Access, Transfer and Progression CCTF132 – Admissions Form