

Exemptions and Recognition of Prior Learning for QQI Awards on a Teagasc Programme

Where an applicant for a QQI Major Award or Specific Purpose Award on a Teagasc programme meets the requirements below, they can elect to apply for an exemption or recognition of prior learning (RPL). Applicants seeking an exemption or recognition of prior learning must do so at the time of making application.

Exemptions

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|--|---|-----------------------|--|-------------------|---|---------------------|--|
| <p>Exemptions from Communications module 5N0690.</p> <p>Further information on this exemption is available from QQI (https://qhelp.qqi.ie/providers/certification-queries/common-award-system-cas-exemptions/Exemptions_Update_December_2015.docx)</p> <p>To apply for this exemption, use Form 6 below.</p> | <p>The applicant has completed a Higher Education and Training (HET) major award at Level 6 to Level 10 within the past 5 years, as dated on the certificate.</p> <p style="text-align: center;">or</p> <p>The applicant has completed a non-Irish major higher education award, which can be mapped at Level 6 to Level 10 on the National Framework of Qualifications and which was achieved within the past 5 years, as dated on the certificate.</p> | | | | | | |
| <p>Exemptions from other component awards (modules) included in your programme.</p> <p>To apply for module exemptions, use Form 5 below.</p> | <p>1. The applicant holds a QQI component award which exactly matches with a component on your programme, and</p> <p>2. is applying for a QQI Major or Special Purpose award.</p> <p>Please see example below.</p> | | | | | | |
| <p>Example: Exemption from Mechanical Pesticide Application 5N20435</p> <p>1) The applicant presents a transcript of results that shows this module and its code, and</p> <p>2) is applying for a Major or Special Purpose award (Level 5 Certificate course, Level 6 Advanced Certificate course, Level 6 Specific Purpose award).</p> | | | | | | | |
| <h3 style="text-align: center;">Recognition of Prior Learning (RPL)</h3> | | | | | | | |
| <p>Applicants who completed a major award in the past you may be able to avail of RPL.</p> <p>Applicants for a Major Award or Specific Purpose Award on a Teagasc programme who believe they have achieved the learning outcomes of one or more of the components through prior learning, can apply for RPL. Applicants seeking RPL must do so at the time of making application.</p> <p>Examples of learning that can count towards RPL include:</p> <table border="1" data-bbox="97 1937 1444 2049"> <tr> <td>Prior formal learning</td> <td>knowledge and skills acquired through formal training or study</td> </tr> <tr> <td>Informal Learning</td> <td>knowledge and skills acquired through structured training</td> </tr> <tr> <td>Non-formal Learning</td> <td>knowledge and skills acquired through life and work experience</td> </tr> </table> <p>To apply for RPL, use Form 4 below.</p> | | Prior formal learning | knowledge and skills acquired through formal training or study | Informal Learning | knowledge and skills acquired through structured training | Non-formal Learning | knowledge and skills acquired through life and work experience |
| Prior formal learning | knowledge and skills acquired through formal training or study | | | | | | |
| Informal Learning | knowledge and skills acquired through structured training | | | | | | |
| Non-formal Learning | knowledge and skills acquired through life and work experience | | | | | | |

Recognition of Prior Learning (RPL) in Teagasc is an assessment process by which prior learning is given a value. It is a means by which prior learning is formally identified, assessed and acknowledged.

Teagasc is committed to RPL and shall use RPL for the following purposes:

- to enable applicants to gain entry to Teagasc programmes
- to enable applicants to gain exemption from components of a Teagasc programme
- to enable applicants to gain credits for part of a Teagasc programme
- to enable applicants to gain eligibility for a QQI award associated with a Teagasc programme
- to enable the issuing of letters of equivalence for awards not listed in the Finance Acts.

In applying RPL, Teagasc will be cognisant of the need to ensure that the integrity of its programmes and related QQI awards is rigorously guarded and that standards of knowledge, skill and competence are maintained. The learning achieved by an RPL applicant must be equivalent to the learning outcomes and performance criteria set down for the Teagasc programme of study.

Teagasc will endeavour to provide applicants with information on the full range of course modules, course programmes including learning outcomes and awards associated with a Teagasc course/programme. Teagasc will “mentor” applicants through the application process and support them in the application.

Evidence

As evidence of learning achieved through RPL, Teagasc will only accept the following forms of evidence:

- Transcripts from awarding bodies for appropriate learning components assessed as part of an award for another programme.
- Participation in exactly the same form of assessments as other students entering or already on the Teagasc programme.

The process of RPL will involve:

1. Identifying the programme or award
2. Determining eligibility for RPL (see below)
3. Determining exemptions/credits for components of the programme.

Determining Eligibility for RPL

To be eligible to avail of RPL, applicants must meet the following criteria:

- (a) Be the holder of a further or higher education and training award at the appropriate level on the National Framework of Qualifications (NFQ)
- (b) Have at least three years direct relevant prior learning work experience
- (c) Show commitment to undertake the demanding process of RPL
- (d) Show ability to achieve the assessments in a reasonable time frame
- (e) Be prepared to take the appropriate assessments
- (f) Attend specified coursework, eg in the case of the Level 6 Advanced Certificate in Agriculture, applicant must complete the full Level 6 programme
- (g) Pay the appropriate fee for RPL
- (h) Complete the Application Forms
- (i) Be prepared to work with a designated tutor.

Exemptions/credits from components of the programme can only be granted if and when evidence [at the appropriate level on the NFQ] in the form of transcripts and programme content from an awarding body are furnished by the RPL applicant/provider/awarding body.

Components exempted from or credited towards requirements of the programme will only be credited at basic (pass) level.

Having determined exemptions/credits (if any) the applicant will be advised on the programme elements (including choice of electives) which need to be completed to achieve an award. Where an applicant opts to take assessments he/she will be provided with workbooks/references etc as guidance in studying for the assessments. The amount of course work to be completed will determine the course fee to be paid.

RPL Application form available from your local Teagasc office or on www.teagasc.ie

USE BLOCK CAPITALS

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|---|-----|--|--|-------|--|--|-----------------------------|--|--|--|-----------------------|--|--|--|--|--|--|--|--|--|--|
| Surname | | | | | | | | | | | | | | | | | | | | | |
| First Name(s) as on birth cert | | | | | | | | | | | | | | | | | | | | | |
| Previous Name (*if changed) | | | | | | | | | | | | | | | | | | | | | |
| *enclose documentation for change of name | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | | | | | | | | |
| Phone (incl area code) | | | | | | | | | | | Phone (Mobile) | | | | | | | | | | |
| Email | | | | | | | Local Teagasc Office | | | | | | | | | | | | | | |
| Date of Birth | Day | | | Month | | | Year | | | | PPSN | | | | | | | | | | |
| Nationality | | | | | | | | | | | | | | | | | | | | | |

1 Information on Application

| Reason for Application | Please Tick | State Course, Module or Award as Relevant | Reference (If Known) |
|---|--------------------------|---|----------------------|
| Entry to a Course/Programme | <input type="checkbox"/> | | |
| Exemption from Course Module and/or Credit for Module | <input type="checkbox"/> | | |
| Eligibility for Award | <input type="checkbox"/> | | |

2 Reasons for Request for Recognition of Prior Learning

Please specify the reason(s) why you are applying through RPL:

3 Details of Formal Learning To-Date

| Course Title | Course Duration (State Start & End Dates) | Full-Time or Part-Time | Subject Matter* (Include, where possible, Teaching/Study Time) | Award, if any, Achieved (State Awarding Body) |
|--------------|--|------------------------|---|---|
| | | | | |
| | | | | |
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* Append course syllabus and other relevant information if necessary/advantageous

4 Details of Non-Formal and/or Informal Learning Experiences

| Learning "Activity" | | Learning Outcome(s) or Experience Achieved | Other Details |
|-------------------------|---------------------------------|--|---------------|
| Describe the "Activity" | Duration/Length (Specify Dates) | | |
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5 Details of Previous Work Experience (Provide References/Testimonials as Relevant)

| Period (Specify Dates) | Description of Work Experience (Duties, Responsibilities, etc) | Employer or Other Details | Learning Outcomes Claimed | List Credit(s) Applied For |
|------------------------|--|---------------------------|---------------------------|----------------------------|
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I hereby apply to Teagasc as an RPL Applicant. I agree to abide by the Teagasc RPL policy and procedures, and comply with the requirements of the RPL procedures. I enclose the items listed below which includes *payment of administration fee (cheque or postal order - DO NOT SEND CASH):

Please Tick

- €50 - 1 Module
 €100- 2 Modules
 €150- 3+ Modules/Award

*Note: Additional QQI Certification Fees may also apply.

I accept that course additional certification fees may be payable for any additional Teagasc courses/assessments to be completed.

Signed

Date

Return: **1)** Completed Application Form; **2)** Copy Birth Cert; **3)** Copy of Qualification(s) Held; and, **4)** Administration *Fee, to **Carmel Finlay, RPL Application, Teagasc, Grange, Dunsany, Co Meath C15 PW93**

*Payment options:

- 1** Enclose cheque/postal order (DO NOT SEND CASH) to be made payable to "Teagasc" only - not Teagasc and the college/centre name
2 Tick here to make the payment by phone/card and you will be contacted when your application is being processed