cetb
Bord Oideachais agus
Oiliúna Chorcaí
Cork Education and
Training Board

6.5b Recognition of Prior Learning (RPL) Portfolio Template

The portfolio must be completed and submitted to the RPL mentor within **six weeks** of programme commencing.

Learner name	
Component name/code for which RPL is sought	
Basis for application for RPL (Mark X for all that apply)	Formal learning Non-formal learning Informal learning

I confirm that:	
Outline permission to proceed with the RPL process has been granted by the assessor	
I have been provided with information about Cork ETB's assessment and appeals procedures and my responsibilities with regard to assessment	
All information provided is an accurate description of my learning and the Portfolio produced is all my own original work	
Learner name	
Date	

Note to learners:
- Plagiarism is the presentation of someone else's ideas, arguments, concepts or work as your own by failing to reference or acknowledge it properly. All such work must be acknowledged. Any learner, who presents another's work as their own, will be investigated in line with Cork ETB Assessment Malpractice procedures and may be awarded a zero grade
- Learners should keep copies of all assessment material submitted, where applicable

Section 1- Formal Learning

Include information on qualifications obtained when attending Third Level Education, Further Education (FE), Apprenticeships or Professional Body membership. **Only include formal learning relevant to the component for which RPL is sought. Educational programmes**

Title of course	
Course provider	
Provider address	
Dates attended	

Examination results			
Subject	Level	Grade	Year

Replicate this section for any other courses attended.

Professional body membership

Are you a member of a professional body?	
If yes state which body	
Date from which membership commenced	

Please attach the transcript of results (certified copy) and learning outcomes/syllabus for each subject.

Section 2 - Non-formal Learning (Training)

This includes attendance at workplace training which may be assessed but does not lead to formal certification. **Only include non-formal learning relevant to the component for which RPL is sought.** Include certificates of attendance where available.

Title of course	
Course provider	
Location of training	
Dates attended	

Replicate this section for any other training courses attended.

Section 3- Informal Learning (Work and life based learning)

Attach Curriculum Vitae describing previous relevant employment and voluntary work. For each role specify the following:

- job title
- company
- company address
- dates position held
- responsibilities of the role

Section 4 - Mapping of Learning

Compare your previous learning to the learning outcomes for the award you are seeking RPL. Map where your previous learning covers the learning outcomes for the current award. The formal, non-formal and informal learning itemised in Sections 1-3 should be mapped to **each** of the learning outcomes when completing this section. **Evidence must be provided for every learning outcome**. Include any supporting evidence with your application (e.g. employer references, reflective journal, samples of work as evidence of skills, knowledge and competencies acquired in workplace or voluntary setting).

Title of component/ code	Input name of component and associated code here
Learning outcome 1: Input the text of learning outcome 1 here. This information is found in the QQI award specification for this component. The learning outcomes for the award reflect the knowledge, skill and competence that must be evidenced by the learner to achieve that award.	
Describe here how your previous learning (formal, non-formal, informal) covers learning outcome 1 in the QQI award specification. Note that evidence can span across multiple learning outcomes, but all learning outcomes must be evidenced.	
Learning outcome 2: Input the text of learning outcome 2 here	
Describe here how your previous learning covers learning outcome 2	
Learning outcome 3: Input the text of learning outcome 3 here	
Describe here how your previous learning covers learning outcome 3	
Learning outcome 4: Input the text of learning outcome 4 here	
Describe here how your previous learning covers learning outcome 4	

*Extend this table for any other learning outcomes.

Section 5 - Index of Evidence Provided

Learning outcome (LO) number	Title and description of evidence	Location of evidence
LO1		
LO2		
LO3		
LO4		

*Extend this table for any other learning outcomes.