

**The Honorable Society of King's Inns**

# **FORM RPL 1**

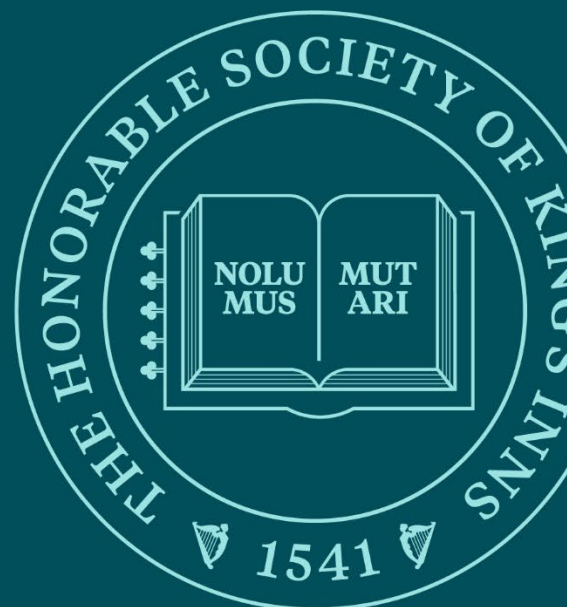
## **RECOGNITION OF PRIOR LEARNING**

### **(RPL)**

**THE RPL LEARNING PORTFOLIO – OUTLINE STRUCTURE**

Return to: THE REGISTRAR, KING'S INNS, HENRIETTA STREET, DUBLIN 1  
[registrar@kingsinns.ie](mailto:registrar@kingsinns.ie)

The personal data that you provide to King's Inns as part of this form will be processed in accordance with the GDPR (EU) 2016/679 and the Irish Data Protection Acts 1988-2018. You are responsible for informing King's Inns of any subsequent changes to your personal data. For further information about how your personal data will be processed, please see our Data Protection Statement at <https://www.kingsinns.ie/data-protection-notice>



When preparing your RPL Learning Portfolio it should be structured under the headings outlined below.

**If you are a Mature applicant seeking admission from the start of the Diploma in Legal Studies course, please complete this Form RPL 1.**

If you are seeking advanced entry (e.g. to start the course in year 2) or exemptions from specific modules, please complete RPL Form 2. **Do not use this Form.**

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## Section 1: Personal Details

Please ensure you complete all sections of this form as fully as possible. Use additional sheets if necessary to expand on the information in the form.

Name:	
Address:	
Tel (Mobile):	
Tel (Daytime):	
Email:	
Application number:	
Name of the Course that you are seeking RPL on:	

## Section 2: Curriculum Vitae and Job Description

### 2.1 Employment

#### 2.1.1. Current /Most recent Employment

Describe current duties and responsibilities in your present job. The aim is to provide a clear idea of where you work within an organisation and your main tasks and responsibilities.

Role	Name of Employer	From	To
<b>Current/Most recent duties and responsibilities:</b>          			

### 2.1.2 Previous Employment

Fill in any previous work experience here. Outline what position you held and your main duties and responsibilities.

Role	Name of Employer	From	To
<p><b>Previous duties and responsibilities:</b></p>			

Role	Name of Employer	From	To
<p><b>Previous duties and responsibilities:</b></p>			

*\*Please copy the table above if you need to add additional roles*

## 2.2 Education

Please provide details of courses attended; including the year, modules, grades etc. under Training (section 2.2.2), include any in-company training courses completed.

The template should be adapted to include as much necessary relevant information as possible as it will strengthen the case for application.

### 2.2.1 Third-Level Education/Professional Qualifications

	From	To

### 2.2.2 Training

	From	To

### 2.2.3 Other Education

	From	To

## 2.3 Relevant Additional Information

If information which is relevant to an application is not documented in the previous sections, it should be entered here.

### 2.3.1 Voluntary Work

Include any relevant voluntary work undertaken.

### 2.3.2 Leisure Activities

This can include any related learning or skills gained through interests or hobbies.

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## Section 3: Learning Achieved

Please indicate the type of learning on which you are basing your RPL claim. Tick as appropriate:

### Prior Formal Learning

If you have completed or partially completed a course, you must include the syllabus, a transcript of results, and, where possible, a certificate from the awarding body, which will then be assessed.

If you seek module exemptions, the prior academic learning must also be at the same academic level as the exemption sought. An explanation of the National Framework of Qualifications and Levels is available at [National Framework of Qualifications](#) website. Exceptions to this can be made if you have significant experiential learning which enhances your learning in a particular area. Please refer to the next section regarding the approach which should be taken for this type of application.

### Combination of Formal and Experiential Learning (Non-formal and Informal)

If you want to present a combination of formal and experiential learning, then both parts of the template to illustrate your case should be used. If you have formal learning but it falls short of covering all of the learning outcomes/standards you may still be able to proceed if you have relevant experiential learning which would cover the remaining learning outcomes/standards.

It is recommended to first concentrate on presenting the formal element of your prior learning. The syllabus, transcript of results and a certificate from the awarding body should be included so the assessor can see clearly what you have achieved.

The focus should then turn to presenting experiential learning. Any additional information which needs to be submitted should be included in the second part of the template. The examples below will help in addressing the learning outcomes/standards.

### Experiential (Non-formal and Informal) Learning Only

It is necessary to address all of the learning outcomes/standards of the module or entry criteria to prove that your prior experiential learning is appropriate for a successful application. In this instance you will only use the second part of the template, ignoring the Prior Academic Learning Section.

## 3.1 Mapping your Learning

All learning presented as part of the RPL process needs to be mapped against a standard.

- If you are seeking entry to a course, you will map your learning against the standard entry criteria. Use the Table on page 8.

**3.1.1. Mapping to Learning Standards [Complete this section if you are using RPL for Entry purposes]**

If you do not meet the standard entry criteria for a course, you may be asked to map your learning to the standards of the normal entry criteria. You can use the standards listed in the table below to outline your learning in such a way that it clearly articulates what you have achieved. If you are using both prior certified learning and prior experiential learning, then you can draw from both types of learning in your answer.

Please specify your NFQ level (current or most recent qualification):

Learning Standard	Learning Standards	Indicate how you have achieved this learning standard through a combination of your education, professional and other achievements.
<b>Knowledge-Breadth</b>	Specialised knowledge across a variety of areas.	
<b>Knowledge-Kind</b>	Recognition of limitations of current knowledge and familiarity with sources of new knowledge; integration of concepts across a variety of areas.	
<b>Know-How &amp; Skill-Range</b>	Demonstrate specialised technical, creative or conceptual skills and tools across an area of study.	
<b>Know-How &amp; Skill-Selectivity</b>	Exercise appropriate judgement in planning, design, technical and/ or supervisory functions related to products, services, operations or processes.	

<p><b>Competence-Context</b></p>	<p>Utilise diagnostic and creative skills in a range of functions in a wide variety of contexts.</p>	
<p><b>Competence-Role</b></p>	<p>Accept accountability for determining and achieving personal and/or group outcomes; take significant or supervisory responsibility for the work of others in defined areas of work.</p>	
<p><b>Competence-Learning to Learn</b></p>	<p>Take the initiative to identify and address learning needs and interact effectively in a learning group</p>	
<p><b>Competence-Insight</b></p>	<p>Express an internalised, personal world view, manifesting solidarity with others.</p>	

## Section 4: Portfolio Inventory

### 4.1 Index of supporting documentation

This section is used to verify or prove that the learning occurred. You must verify what you said in the first two sections of the portfolio. You should list all of the evidence you are using to support your case in the Portfolio Inventory.

Here are examples of the range of evidence that can be used to verify all of the learning you have.

- Records of on-the-job training
- Published material
- Letters of Certification
- Judgements, evaluations by others
- Photographs/audio/video tapes
- Diaries
- Teacher training records
- Testimonials
- Reports on unpaid work
- Documents
- Critical incident reports
- Copies of Certificates/References
- Completed project work
- Job Profiles
- Job Descriptions
- Web Links e.g. to websites/ social media/ YouTube clips

### 4.2 Evidence Inventory List

Item number	Type of Evidence
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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## Section 5: Appendix

Insert links to the evidence items you listed in Section 4 or attach copies to your application.

Item number	Link to Evidence
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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## Section 6: Declaration by Learner

The declaration is a brief statement.

I declare that all the content of the Learning Portfolio is accurate and relates to my personal learning achievements.

Name: [BLOCK CAPITALS]

Signature:

Date: