

## The Rehab Group Recognition of Prior Certified Learning

**Applies Jurisdiction:**  Ireland ONLY

**Division:**  Learning & Employability

**Reference Number:** TAE-OPS-001

**Version Number:** V1

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**Date:** 10/2018

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**Title:** Director of Quality & Governance  
**Date:** 11/2018

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# Rehab Group – Recognition of Prior Certified Learning (IRE)

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## 1.0 POLICY STATEMENT

The Rehab Group is committed to recognising prior certified learning as part of its commitment to promoting equality of access, lifelong learning and progression options onto all our programmes.

## 2.0 PURPOSE

The purpose of this policy on Recognition of Prior Certified Learning (RPCL) is to outline the measures that will be taken to recognise certification already achieved.

## 3.0 SCOPE

The scope of this policy refers to programmes of learning offered that lead to awards where a learner may wish to seek an exemption in order to achieve a major award. As soon as is practical within the resources available the scope of this policy may be broadened to include recognition of prior learning.

## 4.0 DEFINITIONS

**Prior Certified Learning** – a previous certificate awarded on another programme achieved within the last 5 years recognised on the National Framework of Qualifications (NFQ).

## 5.0 GENERAL PROVISIONS / PROCEDURE

This policy on the Recognition of Prior Certified Learning outlines the steps to recognising prior certification for the purposes of seeking an exemption for a major award.

Where a learner submits a previous certificate for the purpose of an exemption Rehab Group's quality systems and processes regarding the internal and external verification of work submitted for the purposes of achieving awards will apply. The certificate presented must not be more than 5 years old.

This statement of arrangements will be included in promotional materials related to the programme of learning. In addition, this statement must form part of the learner's induction process.

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Where programmes lead to a QQI award, the Rehab Group will ensure that arrangements for recognition of prior certified learning are in accordance with QQI Policy and Guidelines and the ETBs training standard system.

## 6.0 ROLES & RESPONSIBILITIES

It is the responsibility of the Instructor in consultation with the Manager and the Programme Development Officer (PDO) to identify if a learner has achieved previous certification and decide on the appropriateness of that certification to be used towards a major award.

If within the resources of the centre Recognition of Prior Learning (RPL) is an option it is the responsibility of the Manager to decide on the allocation of programme resources to support applications for RPL on any given programme.

It is the responsibility of the Instructor to implement the operating procedures and to support learners who wish to have previously certified learning recognised for the purposes of gaining an exemption for an award.

It is the responsibility of the learner to furnish the required evidence of prior certified learning to the programme instructor for the purpose of applying for an exemption. Such evidence will be current within the last 5 years and subject to the same internal and external verification procedures that apply for the purposes of assessing the learner's suitability for an award.

## 7.0 EVALUATION & AUDIT

This policy on Recognition of Prior Certified Learning will be evaluated and audited in line with the Rehab Groups review and audit processes. This policy will be reviewed in line with the Rehab Group policy on policies.

## 8.0 REFERENCES

QQI Core Statutory Quality Assurance Guidelines  
QQI Policy on Recognition of Prior Learning

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## 9.0 APPENDICES

**Appendix 1** – List of Authors

**Appendix 2** – Read & Understood

**Appendix 1** – List of Authors

### Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area.

<b>Division/Other</b>	<b>Name(s)</b>
Quality & Governance	Linda Coone

\*Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.

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## Appendix 2 – Read & Understood

I have read, understand and agree to adhere to the attached Recognition of Prior Certified Learning Policy, Procedure, Protocol/ SOP or Guideline:

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>