**Recognition of Prior Learning Application Form**

If you would like credit from a previous award-bearing course to be taken into consideration for exemption from modules of a programme of study at Setanta College, please complete, in full and sign, this application form.

Please refer to the ‘Policy and Procedure on Recognition of Prior Learning’ when completing this form.

Notes:

1. Please help us to ensure that we receive sufficient information and documentation to assess your claim by completing the checklist at the end of this application form. Failure to supply adequate evidence with your application form will mean that we are unable to process your claim.
2. Please note that, unless there are exceptional circumstances, we will not consider previous studies that are more than five years old. If your studies are more than five years old, please refer to the ‘Limitations on Credit’ guidelines in the Policy and Procedure on Recognition of Prior Learning before making a claim.
3. If you are making a claim on the basis of studies that are more than five years old, please give your reasons within Section 3 (approximately 500 words) why you believe your prior learning is still current for the purpose of credit transfer.
4. Please attach a cheque/postal order/bank draft for €50 per module exemption (up to a maximum of €150) to your application. These should be made payable to ‘Setanta College’.
5. Please note that there are there intakes of students per Academic year:
* September
* December
* March
1. Application forms above must be submitted on or before 28 days before commencement of course

**PLEASE NOTE THAT COMPLETION OF THIS FORM DOES NOT GUARANTEE THAT EXEMPTION WILL BE GRANTED**

**1: Personal Details**

|  |  |
| --- | --- |
| **Student ID Number****(If applicable)** | Click or tap here to enter text. |
| **Surname** | Click or tap here to enter text. |
| **First Name(s)** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Telephone Number** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| **Programme of study you wish to claim credit for** | Click or tap here to enter text. |
| **Month & Year of Entry** | Click or tap here to enter text. |

**2: Details of Previous studies for which you are claiming credit**

**2.1 Course Details**

|  |  |
| --- | --- |
| **Name & Address of the Institution where your previous studies have taken place** | Click or tap here to enter text. |
| **Qualification** | Click or tap here to enter text. |
| **Course Title** | Click or tap here to enter text. |
| **Period of Study** | Click or tap here to enter text. |
| **Was the course completed?** | Choose an item. |
| **Date Qualification Awarded (if completed)** | Click or tap to enter a date. |

**2.2 Completed Course Modules**

Please list the title, credit value, level and date of completion of all modules undertaken as part of your previous studies below. Please attach any additional pages to this and clearly label its content. **Please note that credit cannot be given for part of a module.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Title** | **Credit Value** | **Level of Study** | **Date Completed** |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. |
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| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. |

**2.3 Course Structure**

|  |  |
| --- | --- |
| **Duration of course (or modules if course was not completed)** | Click or tap here to enter text. |
| **Mode of Study****(If other please specify below)** | Choose an item.Click or tap here to enter text. |
| **Level of Study** | Choose an item. |
| **Total Credits Acquired** | Click or tap here to enter text. |

**3. Supporting Evidence**

**3.1 Course Outline(s)**

Please enclose with your application descriptions of any additional courses/course modules completed that may be considered for credit transfer. You should provide as much information as possible about module content, course structure, methods of assessment and so on. You should be able to obtain this information from your accrediting body.

|  |
| --- |
| Click or tap here to enter text. |

**3.2 Other Supporting Documentation**

Once you have completed the sections above, please also enclose evidence of studies completed. That is, certified copies of transcripts of results, certificates and course syllabi.

If your claim is on the basis of qualification obtained more than five years ago, please provide a statement below explaining why you believe your prior learning is still current for the purpose of credit transfer. You should always describe the ways in which you have kept your previous studies up-to-date. You should demonstrate how this subsequent learning relates to your studies. Please ensure that you provide dates for any subsequent learning you are asking us to consider. We may ask you tosubmit additional documentation in support of this statement at a later date.

|  |
| --- |
| Click or tap here to enter text. |

**Application Checklist**

Before you return your application form for credit to Setanta College, please ensure that you have:

|  |  |
| --- | --- |
| **Checklist** | **Tick** |
| Included all details of previous studies that you wish to be considered for credit transfer |[ ]
| Attached adequate supporting evidence of the successful completion of any previous studies undertaken. That is, certified copies of transcripts of results and certificated and course syllabi. |[ ]
| Checked that your previous studies were taken at the same level as the Setanta College programme that you are seeking exemption from |[ ]
| Attached €50 per module (up to a maximum of €150) fee as payment for the consideration of previous studies | [ ]  |
| **Dated** | Click or tap to enter a date. |