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A. CURRICULUM VITAE & JOB DESCRIPTION

A. Curriculum Vitae and Job Description

1. Employment

1.1 Current Post

Job Title

Who do you report to?

Company

Address

Describe responsibilities of the current post, including main duties and responsibilities for other staff, if applicable.

1. Employment

1.2 Previous Relevant Employment

Duration - From

To

Job Title

Company

Address

Describe responsibilities of post, including main duties and responsibilities for other staff, if applicable.

NOTE: One or two sentences on each aspect of your job is sufficient here.

1.2 Previous Relevant Employment

Duration - From

To

Job Title

Company

Address

Describe responsibilities of post, including main duties and responsibilities for other staff if applicable.

NOTE: One or two sentences on each aspect of your job is sufficient here.

1. Employment

1.2 Previous Relevant Employment (cont.)

Duration - From

To

Job Title

Company

Address

Describe responsibilities of post, including main duties and responsibilities for other staff, if applicable.

NOTE: One or two sentences on each aspect of your job is sufficient here.

2. Education

2.1 Third Level Education

This includes attendance on courses in any third level Institute.

*Name & Address of
Institute*

Attended - From

To

Name of Course

Examination Result			
Subject	Level	Grade	Year

2. Education

2.2 Training

This includes attendance on external courses (e.g. City & Guilds, IMI, etc.) and on other internal training courses completed in the workplace.

Training (I)

Provider

Accrediting Body

Location of Training

Name of Course	Date Attended From - To

2. Education

2.2 Training

Training (II)

Provider

Accrediting Body

Location of Training

Name of Course	Date Attended From - To

Training (III)

Provider

Accrediting Body

Location of Training

Name of Course	Date Attended From - To

2. Education

2.2 Training

Training (IV)

Provider

Accrediting Body

Location of Training

Name of Course	Date Attended From - To

2.3 Further Education and/or Professional Body Examinations

Please fill in this section if you have completed other educational courses including continuing Professional Development, Youthreach, VTOS or PLC Courses.

Name of Course

Provider

Accrediting Body

Location of Training

Attended -From

To

Examination Results, Certificates of Attendance (if any)			
Subject	Level	Grade	Year

Are you a member of any professional body? If yes, state which body and for how long.

3. *Relevant Additional Information*

3.1 Voluntary Work and/or Leisure Activities

Please include if relevant



B. LEARNING ACHIEVED



Learning Achieved in terms of the Learning Outcomes

Please fill in the subject and stage for which this portfolio is being prepared for assessment.

Module

Stage

Course

State the basis for exemption.

[Please tick RELEVANT box(s)]

Prior Academic Learning

If ticked, please complete section 1.

Prior Work-based Learning

If ticked, please complete section 2.

1. Exemption Based On Prior Academic Learning

Provide details of the course(s), which form the basis for the subject exemption.

<i>Title of Course 1</i>	
<i>Title of Subject</i>	<i>Grade Achieved</i>

<i>Title of Course 2</i>	
<i>Title of Subject</i>	<i>Grade Achieved</i>

Please attach a transcript [photocopy] of the examination certificate and a copy of the syllabus for each item listed.

All original examination certificate(s) will need to be seen and authenticated before the final document is submitted for assessment.

List the documentation in Section C: Portfolio Inventory.

Learning Achieved in terms of the Learning Outcomes

2. Exemption Based On Work-based Learning

In this section you are asked to compare your learning achieved to the Learning Outcomes of the subject in question. Please verify that you have the most current version of the Learning Outcomes (these are subject to regular update). Please use a separate page for each Learning Outcome and response, using the format belows.

Learning Outcome 1

Paste in the learning outcome here ----

Learning Achieved

You prepare an answer to this – showing what you understand of the statement and then bringing in a couple of examples from work/life.

As you write think about the material you can use (from the workplace) to illustrate your case.

Learning Outcome 2

Learning Achieved

Again prepare an answer to say what the above is.

Then show examples you were involved with at work, append some in the verification section.

Learning Outcome 3

Learning Achieved

Again say your understanding

Again bring in a real life example to illustrate what you are saying

Learning Outcome 4

Learning Achieved

Learning Outcome 5

Learning Achieved

C. PORTFOLIO INVENTORY

Portfolio Inventory

In this section please fill in an inventory of the evidence included in this portfolio. Then carefully insert the evidence to this section. Photocopies of original certificates should be here. Note however, that the original documents must be shown to the RPL Co-ordinator. These will be returned when the accreditation process is completed.

It is important to list each separate document and other material you are submitting to substantiate this claim. If you are submitting more than one claim it is important to have more than one copy of each document as they will be assessed by different assessors.

<----- For Office Use Only--->		
DESCRIPTION OF ITEM SUBMITTED	DATE ORIG SEEN	VERIFIED BY
Present formal proof here		
- Transcripts of results		
- syllabus		
- Past papers		
Or present work based proof against each learning outcome		
Learning outcome 1		
List what you are using – examples		
Learning outcome 2		
Learning outcome 3		
Learning outcome 4		
Learning outcome 5		

APPENDIX

Declaration

Name

Address

Home Telephone No.

I wish to claim credit/ exemption based on my prior learning in respect of the module listed below. I submit claim documentation in accordance with the college's requirements. I accept that any advice or instruction given to me by the college or its staff in the preparation of the claim does not confer any entitlement to credit/ exemption in respect of the subject listed below.

- I Declare that I have registered for the module listed below in the current academic year
- I enclose my Learning Portfolio
- I certify that all information submitted with this claim is an accurate description of my relevant learning to date.

Module for which exemption is being claimed

Course and Stage

Signed

Date