



Cork Institute of Technology

Learning Portfolio Application

Submitted for Assessment of Prior Learning by -

Name		Student no	
Address			
Telephone			
E-mail			
Module			
Course		Stage	
Department			

Contents

A. Curriculum Vitae and Job Description

Please delete sections which are not required in the CV

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[Portfolio Inventory](#)

Evidence presented as scanned pdfs inserted here

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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.

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For prior experiential learning or combined cases

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.

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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.

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For prior experiential learning or combined cases

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

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For prior experiential learning or combined cases

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

Provider

Accrediting Body

Location of Training

Name of Course	Date Attended From - To

. Education

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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.

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For prior experiential learning or combined cases

3. Relevant Additional Information

3.1 Voluntary Work and/or Leisure Activities

Please include if relevant

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B. Learning Achieved

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Basis of application

Please fill in the module 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.

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For prior experiential learning or combined cases

Case presented against the learning outcomes

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 below.

Learning Outcome 1

Learning Achieved

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

As you write think about the material you can use to evidence your case.

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Learning Outcome 2

Learning Achieved

Present your understanding of the learning outcome.

Bring in an example from your practice to illustrate what you are saying

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Learning Outcome 3

Learning Achieved

Present your understanding of the learning outcome.

Bring in an example from your practice to illustrate what you are saying

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Learning Outcome 4

Present your understanding of the learning outcome.

Bring in an example from your practice to illustrate what you are saying

Learning Achieved

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Learning Outcome 5

Present your understanding of the learning outcome.

Bring in an example from your practice to illustrate what you are saying

Learning Achieved

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C. Portfolio Inventory

List the evidence included in this portfolio. Then carefully scan the evidence to this section. Original transcripts must be presented before assessment.

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 Original Seen	Verified by
Learning outcome 1		
Learning outcome 2		
Learning outcome 3		
Learning outcome 4		
Learning outcome 5		

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For prior experiential learning or combined cases

D. Appendix

Evidence presented as scanned pdf's should be included here

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 preparing 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 semester
- 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

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