

CIT Advanced Entry

May 2011

Entry can be arranged by the Registrar and the Head of Department (and/or Course Co-ordinator) to an advanced stage of a course. In this instance no credit is awarded, merely the candidate is assessed to see if they have learning equivalent to that defined for successful completion of the stage immediately prior to that for which entry is sought.

This can be organized in the following way:

Interview with Head of Department (and/or members of Course Board / Course Co-ordinator) followed by documenting case for entry:

The Head of Department may interview a candidate and subsequently have a decision for entry ratified by the Registrar. Following interview the candidate may be requested to provide documentary evidence to support his/her claim. This is normally supplied in a learning portfolio outlining his/her case against each of the module areas of the stage immediately prior to that for which entry is sought. This template is available in CIT (contact phil.oleary@cit.ie (4335132) or staff gateway portal).

Other assessment processes as deemed necessary by Head of Department (and/or members of Course Board/Course Co-ordinator)

Depending on the stream of learning and the level of entry sought the Head of Department and course co-ordinator may request a demonstration of knowledge, skills and competence as part of the assessment of the candidate as appropriate.

Note on Learning Portfolio

Candidate may present a case against the learning outcomes of the modules on the previous stage/year. For instance if preparing for advanced entry to year 3 of a course then the person would prepare a learning portfolio showing what they know for the modules in year 2. To complete this portfolio they would present one document with the following outline:

CV and Job Description

Outlining brief details of work, education and training

Learning Achieved

Candidates learning is presented against each of the modules. Answers should be presented against the learning outcomes of the module as a group (rather than individually). Where there are gaps in a case it should be stated.

Verification

Relevant verification must be presented and referenced against the relevant modules. The same proof can be used a number of times. Where original certificates are used, they must be presented, verified, signed and copied. Originals are then returned to the candidate.

1. An RPL Mentor is available to assist with the portfolio preparation. The candidate must work to an agreed timeframe (usually with a view to gaining entry to the next years academic stream).
2. The learning portfolio is sent to the Head of Department / Course Co-ordinator who will arrange for its assessment.
3. The portfolio is assessed by the each of the relevant academics (those responsible for delivering each of the modules).
4. Each of the assessors must report on their findings at a Course Board meeting. This meeting must record the outcome of assessment and the overall decision of the Course Board, as to how to process the case.

Assessment of Advanced Entry Case - The following outcomes may occur:

Outcome 1

The candidate is allowed to gain advanced entry to the course.

Outcome 2

The candidate is allowed to gain advanced entry to the course with deficiencies (which must be achieved), for instance completing a module or 2 at the previous stage.

Outcome 3

The candidate is not allowed to gain advanced entry

- 5 The outcome of the assessment is recorded and the Head of Department sends a letter to the Registrars Office for review of the basis of the case. A copy is sent to the Admissions Office. The Head of Department retains the learning portfolio as evidence of the suitability of the candidates prior learning. This work is not graded and no credits are awarded.
- 6 The student is allowed enter at the stage agreed by the Course Board. The procedure is fair, transparent and in accordance with the Institute's quality procedures.