


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
	3.7 RPL COMMITTEE: TOR	3) PROGRAMMES OF EDUCATION AND TRAINING	4.0	JULY 2020

Introduction and Context

The purpose of this document is to set out the Terms of Reference for the Recognition of Prior Learning Committee. The main function of the RPL Committee is oversight and implementation of procedures for the accreditation of prior learning.

Terms of Reference

The RPL Committee is a sub-committee of the Admissions Committee and is responsible for:

- Giving value to all learning, both certified and experiential;
- Providing opportunities for access, transfer and progression in education and training;
- Maintaining the standards of the National Framework of Qualifications (NFQ) and its awards;
- Monitoring the College's policy for advanced entry and transfer;
- Monitoring policy for facilitating learners from other institutions transferring onto undergraduate SNMCI with due regard to their academic standards and the maintenance of quality;
- Evaluating all qualifications as a basis for determining admission to SNMCI while having regard to the College's Admissions Policy (QA 3.4) and the standards defined by QQI for Access, Transfer and Progression;
- Ensuring that assessment criteria for RPL are made explicit to applicants, and applied consistently and fairly;
- Ensuring that assessment criteria are based on learning outcomes of awards or standards of knowledge, skill and competence as set out by QQI;
- Ensuring that assessment and verification mechanisms for RPL are appropriate and fit for purpose;
- Ensuring that guidance and support is available for applicants and all those involved in the RPL process;
- Ensuring that the RPL processes is clear, fair and transparent and conducted within a reasonable time frame;
- Ensuring that the RPL processes is organised in such a way that it does not create barriers for the applicant;
- Ensuring that appropriate resources to support the RPL processes are in place;
- Ensuring that an appropriate appeals mechanism is in place;
- Documenting all processes and decisions clearly;
- Compiling an annual report for Academic Board;
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Decisions and Reporting Structure

The RPL Committee is a decision making Committee.

The Committee reviews all applications and decides on point of entry and possible modular exemptions.

All decisions are made by consensus

The RPL Committee liaises with the Admissions Committee and in conjunction with the Admissions Committee reports to the Academic Board.

Composition of the RPL Committee

Head of Examinations and Registrations (Chair):

- Notes, approves (or otherwise) recommendations made by PD's DPD's and the DQAA, in cases of Certified Prior Learning and Prior Experiential Learning;
- Notifies Admissions and Learners of the decisions of the RPL Committee;
- Publishes decisions on the internal group dripper;
- Compiles annual report for Academic Board;
- Conducts annual review of RPL policy;

Director of Quality and Academic Affairs:

- Notes the recommendations of the PD/DPD on applications for Prior Certified Learning;
- Notes the recommendations of the PD/DPD on applications for Prior Experiential Learning;
- Acts as member of RPL Committee;
- Makes recommendations to RPL Committee particularly as they relate to Prior Experiential Learning;
- Ensures compliance with SNMCI RPL policy;

Admissions Officer:

- Ensures each applicant is aware of RPL guidelines, including the need to apply in good time;
- Reverts to applicant if there are gaps in the application documentation;
- Refers applications for RPL to the Programme Director/s as applicable;
- Notes applicants requesting RPL for each programme;
- Liaises with the Chair of the RPL Committee to organise meetings as required by volume of applications;

Programme Director/s (depending on applicants):

- Liaises with the Director of Quality and Academic Affairs (DQAA) as needed;
- Makes recommendations to the RPL Committee;
- Acts as member of RPL Committee;

Frequency of RPL Committee Meetings: As required		
Meetings: See QA 3.6: Recognition of Prior Learning (Policy and Procedures)	Person/s Responsible	Records generated to ensure evidence of follow through
<ul style="list-style-type: none"> - Agendas and associated documentation are compiled by the Chair and Admissions Office and sent by the Chair, at least five working days before the meeting; - Members are notified of the time and location (F2F or online) by the Chair; - Programme Directors bring recommendations on all cases of Prior Certified Learning - The DQAA will bring recommendations on all cases of Prior Experiential Learning - The Chair will keep minutes and circulate them to all members and include them in the agenda for the next meeting; 	Chair/Admissions Recommendations from PD's/DPD's Recommendations from DQAA	Committee convenes as required based on number of applicants and time of year Minutes Minutes Reports on individual applications

Policy Control Sheet

Policy	QA 3.7: Terms of Reference RPL Committee
Version	4.0
Adopted/Effective	July 20202
Supersedes	3.0
Monitoring/ Next Review Date	Every Two Years/July 2022
Responsible Officer(s) Designated Reviewer(s)	Head of Examinations and Registrations/ Admissions Officer/PD's/DQAA
Scope	Quality/Admissions/Programme Management /Examinations Office

References

SNMCI Policy area	QA Programmes of Education and Training: QA Vol 2
Developed with reference to	Principles and Operational Guidelines for the Recognition of Prior Learning in Further and Higher <i>QQI Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training</i> (Restated 2013) <i>Education and Training</i> (NQAI, 2005) <i>QQI Assessment and Standards</i> (Revised 2013) <i>Recognition of Prior Learning – A Focus on Practice</i> (EIE Project, 2009)
Related SNMCI Policies / Forms	FQA 3.6A RPL Application Form; FQA 3.6 B RPL Learner Information Guide; FQA 3.6 C RPL Evaluation Sheet

Revision

Revision Number	Revision Description	Originator	Approved By
3.0 Sep 2019	Yearly. Reviewed with policy Sep 2019	Head of Examinations and Registrations (Chair: RPL)	AB
4.0/July 2020	General update based on application for Blended Status	Office of DQAA	