

Using your prior learning towards a DIT award **DRAFT ONLY FOR FUTURE DEVELOPMENT**
RECOGNITION OF PRIOR LEARNING (RPL)

Self-Assessment Activities – 10 steps to a decision

Step 1: Select the top three DIT awards/programmes that most interest you. [CLICK here](#) for a list of DIT awards

Step 2: List your top three award preferences below adding codes, levels and whether they are part-time or full-time.

Choice	Code	Title	Level	Part-time	Full-time
1 st choice					
2 nd choice					
3 rd choice					

Step 3: Read the details of your 1st choice award/programme [CLICK here for directions](#).

Step 4: List the modules from the programme that best match your prior learning.

	Module title	ECTS credits	Stage of the programme (early, middle, end)
1			
2			
3			
4			
5			
6			
7			
8			

Step 5: List the Learning Outcomes from the first module in your list by copying them from the module descriptor/template

Module title	Module Learning Outcomes
	On successful completion of this module the learner should be able to: a. b. c. d. e. f.

Step 6: If you are considering an application for exemption from your first choice module you should think about how you might provide evidence of your prior learning to match the learning outcomes for the module. Types of evidence might include some of the following:

- Formal courses you attended
- Workplace training sessions
- Job descriptions
- Roles in voluntary organisations
- Licences
- Awards
- Prizes
- Letters of commendation
- Reports you produced
- Publications
- Inventions
- Inspection reports
- Appraisal reports
- Events you organised

Step 7: Use the table below to help you narrow down the types of evidence of prior learning you might use to seek exemption from the modules you listed in Step 4 above. Of course you may use the same evidence for more than one learning outcome.

Types of RPL evidence	Explanation	Examples of evidence
Formal learning	Courses which were formally organised and assessed.	Certificates Transcripts of results Syllabi Research reports/thesis
Non-formal learning	Training events which were organised but did not necessarily have assessment.	Descriptions of courses Certificates of attendance Samples of materials
Informal learning/self managed learning	Learning you achieved that was not organised by others	Voluntary activities Self-study schemes
Work history and job descriptions	Aspects of your paid and voluntary work that are relevant to the module	Job descriptions Responsibilities
Samples of work	If there is physical evidence of your prior learning other than certificates etc	Reports Project plans Designs Photographs Completed documents
Reports from employers/managers	If there is no tangible evidence of your learning it may be possible to arrange verification from third parties/employers/managers	Letters of verification References Records from HR Departments

Step 8: having carefully thought again about the list of programme modules in Step 4 it might be helpful now for you to consider if you have sufficient and relevant prior learning from work and life activities to apply for RPL exemptions.

Use the checklist below to self-assess yourself.

Self-assessment questions	My response is YES	My response is NO	Comments to self
My current and past work records are relevant to the modules			
I could provide evidence to show that I have gained the learning outcomes already			
I have no direct evidence but I could get a letter of verification from employers/manages			
I can locate the required certificates, course descriptions and results			
I would be willing to undertake the necessary studies to fill any gaps in my prior learning			
My prior learning is sufficiently related to the modules			
My prior learning has been kept up-to-date			
I am willing to demonstrate my prior learning in relation to some or all of the learning outcomes by completing set activities or doing a presentation			

Step 9: Use the worked example of RPL applied to a Level 6 (DIT Certificate) module below to plan your own application for RPL module exemptions.

Award/Programme Title	
Module Title	Introduction to Business Finance
Module Code	TFAC1005
Level	6
ECTS credits	5
Learning Outcome	<p>On successful completion of this module the learner should be able to:</p> <ul style="list-style-type: none"> a. explain the importance of financial management within a business environment b. record basic business transactions and produce a set of final accounts c. evaluate accounts within the context of performance evaluation d. describe the relationships between costing, pricing, cash and profit e. prepare basic budgets and budget projections, and carry out simple variance analysis f. carry out banking reconciliation and stock valuation exercises g. discuss the underlying principles of investment appraisal.

Module Learning Outcomes	Possible RPL Evidence (Decided by the module author/academic)	What evidence you the applicant can provide without great effort
a. explain the importance of financial management within a business environment		
b. record basic business transactions and produce a set of final accounts		
c. evaluate accounts within the context of performance evaluation		
d. describe the relationships between costing, pricing, cash and profit		
e. prepare basic budgets and budget projections, and carry out simple variance analysis		
f. carry out banking reconciliation and stock valuation exercises		
g. discuss the underlying principles of investment appraisal		

Step 10:

Find out **how many** modules on your programme of choice can be achieved through RPL (HOW???)

and

Find out what **assessment criteria** are used for the RPL modules you select. Your evidence will be judged against these criteria. Generally assessment criteria for prior learning from work and life experiences include the following:

- **Relevance** to the programme or module
- **Currency** and **recency** of the learning – is it up-to-date?
- **Sufficiency** for the programme/module
- **Level** of the prior learning relative to the level of the programme/module
- **Authenticity** – Is it really your learning? Can it be verified?

(HOW???)

Now make your decision:

Module you selected and which allows claims for RPL exemption	I have sufficient prior learning to apply for an exemption and I can present the evidence without great effort or with a little more study.	I have some prior learning but probably not sufficient to apply for a module exemption. I really should register for the full module!
1.		
2.		
3.		
4.		