Griffith College

Form RP
Graduate Business School - Recognition of Prior Learning (RPL)
Application for Module Exemption

Higher Diploma in Business in Pensions Management
&
Certificate in Business in Pensions, Insurance and Investment

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GUIDELINES FOR COMPLETING THIS FORM

BACKGROUND

This application procedure is intended for those seeking module exemptions from a programme of study within the Graduate Business School on the basis of prior learning they have undertaken, be that formal accredited learning or informal 'experiential' learning they have gained through work/life experience.

Recognition of Prior Learning (RPL) is the generic term used to describe the system for recognising a range of relevant learning that a student may have gained prior to entry onto a particular course.

RPL includes:
(i) Recognition of Prior Accredited Learning: This refers to the recognition of formal learning which is linked to the National Framework of Qualifications and for which certification has been awarded; it might include a course or part of a course that has been completed previously.

(ii) Recognition of Prior Experiential Learning: This refers to the recognition of the kind of learning that has been gained through work or life experiences. It could also include learning gained through workplace training courses.

Exemptions or credits may be awarded on the basis of a combination of both accredited and non-accredited learning.

Programmes are composed of modules and the stated learning outcomes of these modules are seen as the basic levels of learning. Learning outcomes describe the kinds of skills, competencies and knowledge a graduate of a particular programme of study is expected to have acquired. Therefore, these become the minimum standards against which prior learning is measured. The RPL process can enable students who have already achieved the learning outcomes for a subject/module on their chosen course to apply for an exemption from taking that subject/module again. In this way it allows learners to build on previous learning wherever it was attained and not to repeat learning.

GUIDELINES FOR MAKING AN RPL APPLICATION

To make an application you are requested to complete this form, provide the transcript of results, the award certificate and a detailed CV. It can will take several weeks to process an RPL application as there are several stages of review. Exemptions must be applied for before commencing a programme. In some cases other relevant course documentation may be required as evidence of your prior learning. You will be informed if this is the case. Please note that on completion the award classification for learners with exemptions is pass/fail as a Merit or Distinction can not be awarded where exemptions are provided. All learners will be given a transcript of all their grades for all modules taken and of course their Graduation Certificate as normal at graduation which is held in November each year. This is posted to you if you can not attend graduation or can be collected from the College.

SECTION 1: Personal Details

IF YOU HAVE EVER BEEN REGISTERED FOR A COURSE IN GRIFFITH COLLEGE PLEASE QUOTE YOUR STUDENT/ID NUMBER:

1. PERSONAL DETAILS:

STUDENT NUMBER:

FAMILY NAME:	FORENAME(S):	TITLE:
GENDER:	DATE OF BIRTH:	AGE:

PERMANENT ADDRESS:	ADDRESS FOR CORRESPONDENCE:
TELEPHONE:	EMAIL:
MOBILE PHONE:	

SECTION 2: Details of Exemptions/Credits Sought

2. DETAILS OF EXEMPTIONS/CREDITS SOUGHT:

PROGRAMME TITLE: PLACE AN 'X' BESIDE THE PROGRAMME YOU ARE REGISTERED FOR

1) Higher Diploma in Business in Pensions Management

   or

2) Certificate in Business in Pensions, Insurance and Investment

7. LEARNING OUTCOMES
Programmes are composed of modules and the stated learning outcomes of these modules are seen as the basic levels of learning. Learning outcomes describe the kinds of skills, competencies, and knowledge a graduate of a particular programme of study is expected to have acquired. Therefore, these become the minimum standards against which prior learning is measured. In the case EACH module that you are making an RPL application for, indicate how your combination of professional experience, education and other experience equates to the achievement of the learning outcomes proposed.

MODULE 1 (IF REQUIRED): Life Assurance

I am applying for a module exemption (PLEASE PLACE AN 'X' TO INDICATE)
YES _____ NO _____

Learning Outcome **PLEASE Ensure You COMPLETE EACH BOX BELOW** **ALL SECTIONS MUST BE COMPLETED**	INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS Example for the below: Via my QFA exam in Life Assurance and via my work in Company ABC Ltd where I evaluated protection needs of customers.	INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME EXAMPLE FOR THE BELOW: QFA TRANSCRIPT AND CV AND OTHER EXAMS
Learning Outcome No 1: Evaluate the financial protection needs of a range of consumers and critique the role of life assurance as a risk transfer mechanism		
Learning Outcome No 2: demonstrate how the life assurance market operates, the policy life cycle, and the regulation pertaining to life assurance undertakings and disclosure in Ireland		
Learning Outcome No 3: possess in-depth knowledge of the range of life assurance products available in the market and current taxation treatment of life assurance benefits & investment returns in Ireland.		
Learning Outcome No 4: critically assess a client-specific protection need and apply knowledge of the product range to determine an appropriate strategy to meet such needs.		

MODULE 2 (IF REQUIRED): Regulation and Financial Planning

I am applying for a module exemption (PLEASE PLACE AN 'X' TO INDICATE)
YES _____ NO _____

LEARNING OUTCOME ALL SECTIONS MUST BE COMPLETED	INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS Example: Via my QFA exam in Regulation and Planning and via my work in Company ABC Ltd where I am required to be aware of the current regulatory framework and provisions pertaining to financial services providers and intermediaries in Ireland.	INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME EXAMPLE: QFA TRANSCRIPT AND CV and my degree
Learning Outcome No 1: demonstrate an enhanced awareness of the current regulatory framework and provisions pertaining to financial services providers and intermediaries in Ireland.		
Learning Outcome No 2: assess the key provisions of relevant commercial law, data protection, money laundering legislation and their application in the dealing with consumers in the financial services industry.		
Learning Outcome No 3: determine the key provisions contained within Consumer Protection Code and Markets in Financial Instruments Dire Demonstrate an understanding of the fitness and probity standards and how these are applied by the Central Bank.		
Learning Outcome No 4: determine the key provisions contained within Consumer Protection Code and Markets in Financial Instruments Directive and the corresponding measures to be taken and professional conduct required in order to minimise legal exposure arising from involvement in this sector.		
Learning Outcome No 5: utilise their knowledge in the application of the required conduct of business provisions for a given financial planning advice scenario and present and present a comprehensive		

Suitability statement, appropriate to client needs.		

MODULE 3 (IF REQUIRED): Savings and Investment I am applying for a module exemption (PLEASE PLACE AN 'X' TO INDICATE) YES _____ NO _____		
LEARNING OUTCOME **ALL SECTIONS MUST BE COMPLETED**	**INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS** Example: Via my QFA exam in Savings and Investment and via my work in Company ABC Ltd. I am required to demonstrate a knowledge of how the financial services sector operates, identifying the key participants and the interrelationships between them. This is needed to advise and support clients.	**INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME** EXAMPLE: QFA TRANSCRIPT AND CV and my Degree
Learning Outcome No 1: demonstrate an enhanced knowledge of how the financial services sector operates, identifying the key participants and the interrelationships between them.		
Learning Outcome No 2: critique the range of asset classes and management styles and evaluate the pivotal role they play in meeting investment objectives.		
Learning Outcome No 3: critically assess the different types of risk associated with different classes of investments and evaluate methods of managing this risk.		
Learning Outcome No 4 appraise the range of savings and investment products available in the Irish marketplace.		
Learning Outcome No 5: evaluate the investment objectives and risk profile of a given client and demonstrate the analytical skills necessary to analyse and select appropriate investment assets needed.		

4. DECLARATION BY APPLICANT:
NAME:

I hereby submit my application for credit/exemption on the above programme. I declare that the information contained in this application and all supporting documentation is a true and accurate reflection of my prior learning. I accept that any advice or instruction given to me by the college or its staff in the preparation of the application does not confer any entitlement to credit/exemption in respect of the modules above. I enclose my proof of learning.

SIGNED: _____   **DATE: _____**

SECTION 3: Internal use only:

Signed and accepted by: _____