

****PLEASE READ BEFORE COMPLETING APPLICATION FORM****

Important: *An exemption from a module will only be granted when a student can demonstrate that they have acquired accredited or experiential learning for all the skills and knowledge described by the learning outcomes of the module.*

The onus to apply for exemption and to demonstrate that learning outcomes have been met through prior learning rests solely with the student.

Applying for an exemption

Before completing this form download a copy of the module summary form for the module you want to claim exemption from. Module summary forms can be downloaded from the relevant course information page on the ITT Dublin website www.ittdublin.ie.

Read the module summary form paying particular attention to the learning outcomes. If you feel you have sufficient skills and knowledge to meet these learning outcomes and want to apply for an exemption please complete the exemption form and the proof of prior learning form. (The level of knowledge and skills that you must demonstrate will depend on the level that the module is placed on the National framework of Qualifications (NFQ). The awards standards for each subject area have been determined by the Higher Education Authority (HEA). Please read the award standards for your subject area (Business, Science, Engineering etc) that are described on the HETAC website at <http://www.hetac.ie/publications.cfm?slD=10>

Important Please Note:

- You will need **one Exemption Application form** for **each module** you are seeking an exemption in
- You will need **one Proof of Prior Learning form** for **each learning outcome** for the module you are seeking an exemption in.
- Students who gain exemption on modules or elements in their study programme will still be subject to the module registration charges. The exemption is academic not financial.
- The student is required to attend all modules on which they have registered, including those from which they have sought exemption, until they have been informed officially that exemption has been granted.
- Where a module exemption has been granted, a student's Grade Point Average. GPA will be calculated with the exempted credits omitted. The student's transcript of results will clearly show module exemptions granted.
- Exemption may be granted for up to 50% of the credits in a programme with the exception of the award stage where no exemption will be granted. In a 3 year programme using a 60 credit year, for example, a student could be exempted to a maximum of 90 credits at first and second year only. In cases where it is clear that the student's APL exceeds the maximum allowable exemption credits the student shall choose the exempted modules up to the allowed credit maximum only.

Guidelines for Completing the Exemption Application Form

- A separate Exemption Application form must be completed for each module.
- A separate Proof of Prior Learning form must be completed for each learning outcome of the module. The learning outcomes can be found on the module summary form on the Institute website, under the relevant course information.
- All exemptions for the current academic year both the winter semester and spring semester must be submitted on or **before 16th October 2017. No applications will be processed after this date.** If you are commencing your course in February 2018 then your exemption application must be submitted on or **before 12th March 2018.**
- Exemption application forms (hard copies only and ensure they are signed) should be submitted to the Part-time Student Information Desk, Department of Lifelong Learning on the ground floor. Tel: +353 1 404-2101; email: LLL@ittdublin.ie. Your application will then be forwarded to your relevant School Office.
- You will be notified whether or not you have been granted an exemption **by your relevant School Office.** You may be required to attend for an interview to defend your application for an exemption.

Definitions

Accrediting prior certificated learning (APCL): the process of accrediting learning that has previously been assessed and certificated. **Note:** APCL will only be granted for prior certified learning that has been attained within the last five years. This position is adopted to ensure that the prior learning is relevant and current within the context of a student's chosen programme of study.

Accrediting prior experiential learning (APEL): the process of accrediting learning that has been achieved outside education or training systems. **Note:** Prior Experiential Learning or learning gained prior to enrolment on a course is defined as knowledge and skills acquired through life, work experience and study, not formally attested through formal certification. Experience is an input and learning outcomes are the result of a successful learning process. Therefore, academic credit can be awarded only for achievement of learning outcomes, not for experience per se. The achievement of these learning outcomes is dependent on the learner and the quality and duration of the experience; this can include experience gained as a result of involvement in employment, community activity, home duties, sport and other life/work experience.

HETAC Policy Document: Prior Experiential Learning April 2001

Important: Please complete this form for EACH MODULE you seek an exemption in

Department		
Programme:		
Programme Code:		
Module Title		
Number of Learning Outcomes in the module	<i>Please refer to the Module Summary Form</i>	
Semester		CRN (for office use only)

Student Name:	
Student Address:	
Student ID:	
Contact Telephone	
Email	

Please Note

Before returning your completed application for an exemption, please check you have enclosed the following:

- All relevant documentation including transcripts/certificates as appropriate
- Evidence that demonstrates prior learning for each learning outcome of the module
- An endorsement by a third party where a claim for the recognition of experiential learning is being made

I declare that the information given by me in this application is true and accurate

Signed: Date:

For Office Use Only

Exemption Committee Report

Exemption granted Exemption Book No. _____

Exemption not granted Date Exemptions book returned to Registrars Office _____

Conditions/Comments:

OFFICIAL SCHOOL STAMP

Authorised by: _____ Date: _____
Head of Department