

# Application form<sup>1</sup>

## Recognition of Prior Learning (RPL) to be recognised towards the requirements of an IOB programme

### A. When to complete this form:

This is not a programme application form. You should only complete this form if:

- a. You have applied for a place on an IOB programme, or
- b. You have accepted a place on an IOB programme

AND

- c. You would like to have prior learning recognised to count towards your IOB programme.

### B. Submission timeframe:

Submit this form as early as possible, preferably before you commence the relevant module or programme. An application for RPL relating to a particular module should be submitted before the third week of the semester/learning period in which the module is offered. Applications made after this date will only be accepted at the discretion of the IOB-UCD Programme Board.

- This application for RPL may be submitted with your programme application.
- Where you have been offered a place on an IOB programme of study, please submit your completed form, electronically or in hard copy, to the IOB Programme Office.

### C. Completing the form:

Before completing the RPL application form, please ensure you have read the Recognition of Prior Learning Guide for Applicants and the Recognition of Prior Learning Academic Policy (both can be accessed at [ucd.ie/registry/academicsecretariat/rpl.htm](http://ucd.ie/registry/academicsecretariat/rpl.htm)) and that RPL applications to have prior learning recognised to count towards the credit requirements of your programme are accepted by the IOB-UCD Programme Board.

- All applicants must complete Sections A (Personal Details) and B (Applicant Declaration).

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<sup>1</sup> This document closely mirrors that of UCD – updated May 2018. Student applications will only be considered on this form.

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- Please complete section 1/2/3 based on the type of prior learning you are applying to have recognised:
  - Learning previously accredited at IOB/UCD: please complete Section 1.
  - Learning accredited at another Higher Education Institute: please complete Section 2.
  - Experiential learning: please complete section 3.

Incomplete applications or those not using this form will **not** be accepted. As part of your application, you must complete the form, supply all required supporting evidence and documentation relevant to your application and sign the form as required. If you are submitting this form as part of your online application you can upload all supporting documentation to your application. A checklist is included at the back of the form to assist you.

#### **D. Additional information:**

- This is not a programme application form – to apply for an IOB programme of study please refer to [iob.ie](http://iob.ie).
- Receiving an offer of admission to a programme is not a guarantee that you will be successful in any RPL application to have prior learning recognised and credit applied to the IOB programme.
- If you would like to submit your application electronically and do not have an electronic signature, you should type your name in the signature section and this will be taken as your signature for the purposes of this application. If you do not sign/type your name here, your application will be deemed incomplete and will not be accepted.
- The amount of credit based on prior learning that you may have transferred towards your IOB programme is determined by the IOB-UCD Programme Board.
- Receipt of RPL credit for an IOB programme may disqualify you from being eligible for medals or prizes which are offered by the programme – for further information regarding this, check with the IOB Programme Office.
- In some cases your application may not be successful or you may not receive RPL for the amount of credit for which you applied. In such cases, you are responsible for all assessments associated with the modules on your programme and therefore should register for, attend and participate in the module(s) until you are informed of the outcome of your application.
- IOB reserves the right to contact an institution or referee to verify information provided.

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## A – Personal Details

Name <i>(surname, first name)</i>		UCD Student No. / IOB Membership No.
Date of birth		IOB Programme Title  (e.g, Prof Dip in Banking, MSc Banking)
Phone no.		
Email address		IOB Programme Start Date

Please tick which section you are completing.

Learning previously accredited at IOB/UCD: please complete Section 1.

Learning accredited at another Higher Education Institute: please complete Section 2.

Experiential learning: please complete Section 3.

Please give a brief outline of what you are requesting:

### SECTION 1 – Application for credit to be transferred to my programme based on learning previously accredited at IOB/UCD.

**Complete (i) or (ii)**

Modular Credit – normally learning previously accredited at IOB/UCD since 2006. Please insert additional rows as necessary.

Module Code (FIN4XXXB)	Module Title	Credit (ECTS) value of module	Grade Achieved	Academic session in which the module was passed (e.g. 2008/09)	Stage to apply module to  (For BFS only)	If applying to substitute this module for one of the new programme, please insert Module Title & code

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A recognised college of UCD


Pre-modular Learning - normally learning previously accredited at UCD before 2006. Please provide the result that you gained in each subject for every year that you completed in IOB/UCD and for which you are applying for recognition of prior learning.

Academic session e.g. 2003/2004	Subject/course and result	Subject/course and result	Subject/course and result

Please include any additional information regarding your application.

**SECTION 2 – Application for credit exemption based on learning accredited at another Higher Education Institute (HEI) i.e. not IOB/UCD.**

**2.1 Please state clearly the relevant prior learning you wish to have recognised for exemption and attach required supporting documents e.g. official transcript of results (refer to Checklist).**

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Name of institution and student number	Dates of attendance e.g. 2007/2008 – 2009/2010	Course or Programme Title	NFQ level of course / programme (QQI.ie)	Relevant IOB modules for which you are applying to have your prior learning recognised.

2.2 Please list the supporting documents you have attached to this form.

### SECTION 3 – Application for credit exemption based on experiential learning.

In presenting your experience you should refer to the Learning Outcomes you have achieved and why these are relevant to your IOB programme, including which IOB modules you feel are possible equivalences and for which you are applying to have prior learning recognised.

Information on learning outcomes and levels of learning can be found in the *UCD Level Descriptors* document at [UCD Level Descriptors](#) and information on module descriptors/programmes can be accessed at [UCD Course Search](#).

**Please attach all required supporting documentation (e.g. CV, references, etc.)** and if you would like to get further information on applications based on prior experiential learning, the relevant Programme Manager may be able to assist you with your query.

Future learning plan and the role of RPL in this

What is your main reason for considering third level education now, and how best would RPL contribute to this?

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Life/work experience, including experience and skills gained through volunteerism/care work

This would include key learning and skills achievements.

Education details: second level and any subsequent education and training courses undertaken, including work-related training.

Other achievements, including awards or prizes or publications.

Please list the supporting documents you have attached to this form.

## B: Data Protection Notice

### About this data protection notice

This is a statement of the practices of The Institute of Bankers in Ireland, 1 North Wall Quay, Dublin 1 (trading as IOB) ('the Institute', 'we', 'us', 'our') in connection with the capture of personal data on this form and the steps taken by the Institute to respect your privacy.

IOB is a Data Controller and is committed to protecting your rights and any personal information which you provide to the IOB will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation.

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The privacy notice explains the following:

- What information do we collect about you
- The purpose for collecting your personal data
- The legal bases for collecting your personal data
- Are you required to provide the information?
- How we store and secure personal data
- Details of third parties with whom we share personal data
- What are your rights?
- Contact

### **What information do we collect about you?**

The data we collect from you will be used by IOB only in accordance with the purposes outlined in this privacy notice. We will collect your data in the following manner:

In order to provide our services to you we collect contact details, other identifying information and information regarding your application together with supporting documentation where relevant or employer signature and employer information when you fill out this application form.

The data collected in this form will be used by relevant departments in IOB on a 'need to know' basis.

### **The purpose for collecting your data**

The data we collect about you will be used to assess your application as detailed in previous sections of this form. We will also use your data to communicate our decision to you and deal with any queries where relevant.

### **The legal basis for collecting your data**

We process your personal data on the following legal bases:

- The processing of your information may be necessary for the performance of the education contract between IOB and you.
- The processing is necessary for the purposes of our legitimate interests or the legitimate interests of a third party to whom we provide your personal data. We will not process your personal data for these purposes if our or the third party's legitimate interests should be overridden by your own interests or fundamental rights and freedoms. The legitimate interests pursued in this regard consist of:
  - conducting our business in a meaningful and lawful manner;
  - dealing with any disputes that may arise;
  - providing information relating to you to your employer, where they have a legitimate interest in obtaining that information.
- The processing is necessary for compliance with our legal obligations.

### **Are you required to provide the information?**

We require you to complete the mandatory fields identified in this form for the purposes outlined above. If you do not provide us with the information required in these fields, we may be unable to fully assess your application.

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### How we store and secure your data

Any data we collect from you will be stored confidentially and securely. IOB is committed to ensuring all accesses to, uses of, and processing of IOB data is performed in a secure manner.

In keeping with the data protection principles, we will only store your data for as long as is necessary to provide our services to you and for such a period of time after this as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that may arise in connection with our relationship with you.

For the purposes described here we will store your data (and supporting documentation) for the duration of your studies and three years in-line with UCD's record retention policy.

When we store your personal data on our systems the data will be stored either on IOB's secure IT platforms within the EEA which are also subject to European data protection requirements.

### Details of third parties with whom we share personal data

IOB will share your data with third parties where necessary for purposes of the processing outlined here.

We may share your information with our trusted service providers (e.g. IT support, auditors, legal advisors, and other professional advisors).

### What are your rights?

You have the following rights, in certain circumstances and subject to applicable exemptions:

You are entitled to ask for a copy of the personal data, which IOB holds about you.

- The right to have any inaccuracies in your personal data amended.
- The right to object to the processing of your personal data.
- The right to have the personal data that we hold about you erased.
- The right to restrict the processing of your personal data.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
- Where processing is based on consent, you have the right to withdraw your consent at any time.

### Contact

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact IOB's Data Protection Officer using the contact details below.

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the IOB's Data Protection Officer using the contact details below.

IOB has a Data Protection Officer who can be contacted through [dataprotection@iob.ie](mailto:dataprotection@iob.ie) or by writing to:

The Data Protection Officer,

IOB,

IFSC,

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1 North Wall Quay,  
Dublin 1.

If you remain dissatisfied then you have the right to apply directly to the Data Protection Commission for a decision. The Data Protection Commission can be contacted at:

Data Protection Commission  
Canal House  
Station Road  
Portarlinton  
R32 AP23 Co. Laois  
[dataprotection.ie](http://dataprotection.ie)

## C: Applicant Declaration

I confirm that I have read the *Recognition of Prior Learning Academic Policy and Recognition of Prior Learning Guide for applicants* (available at [RPL Guide for Applicants](#)) and consulted the checklist at the back of this form and I understand the possible implications of receiving credit towards my IOB programme e.g. in relation to professional accreditation.

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of IOB involved in determining and implementing my request and I understand that IOB may verify the information I have provided, e.g. by contacting a previous institution or referee included as part of my application.

I also understand that my application may not be successful or I may not receive RPL for the amount of credit I applied for. In such cases, I understand that I am responsible for all assessments associated with the modules on my programme and therefore should register for, attend and participate in the module(s) until I have been informed of the outcome of my application.

Print name:

Signed:

Date:

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## Checklist for Applicants when making a Recognition of Prior Learning (RPL) application

- Have you filled in your personal details?
- Have you completed the relevant sections?
- Have you signed the form (for online submissions, please type your name in the space provided for your signature)?
- Have you read the UCD Recognition of Prior Learning Guide for applicants (accessible at [RPL Guide for Applicants](#))?
- Have you read the UCD Recognition of Prior Learning Academic Policy (accessible at [RPL Policy document](#))?

Applicants requesting credit exemption based on **learning accredited at another Higher Education Institute** i.e. not IOB/UCD – have you attached the following supporting documents?

- An official transcript of results, and
- A formal syllabus which includes topics covered, texts and references, learning outcomes and assessment and grading criteria for the relevant module(s)/programme(s).

Applicants requesting credit exemption based on **experiential learning** – have you attached the relevant supporting documents? These may include:

- Your CV
- References
- An official syllabus or outline of education/training undertaken
- Other

## Payment Details

### Payment Advice (€55 per module based on prior accredited learning/€175 per module based on prior experiential learning)

Upon approval of the Recognition of Prior Learning (RPL) application, we will contact you for payment of the fees. Please note we only accept card payments.

#### Credit Card/Debit Card

- By phone once application is approved.

#### Cheque/Draft

- We no longer accept Cheque/Drafts.

#### Cash

- DO NOT SEND CASH

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## D. For internal office use only

1. Received by the Programme Office

Date:

Signed:

Print name:

2. Decision of the Programme Board (File Copy)

Application approved:  YES  NO

Decision (including amount and type of credit awarded):

Date of decision:

Delegated Authority:

Date Registry informed of the approved credit exemption (File copy)

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