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VPL Guidance and Assessment Toolkit
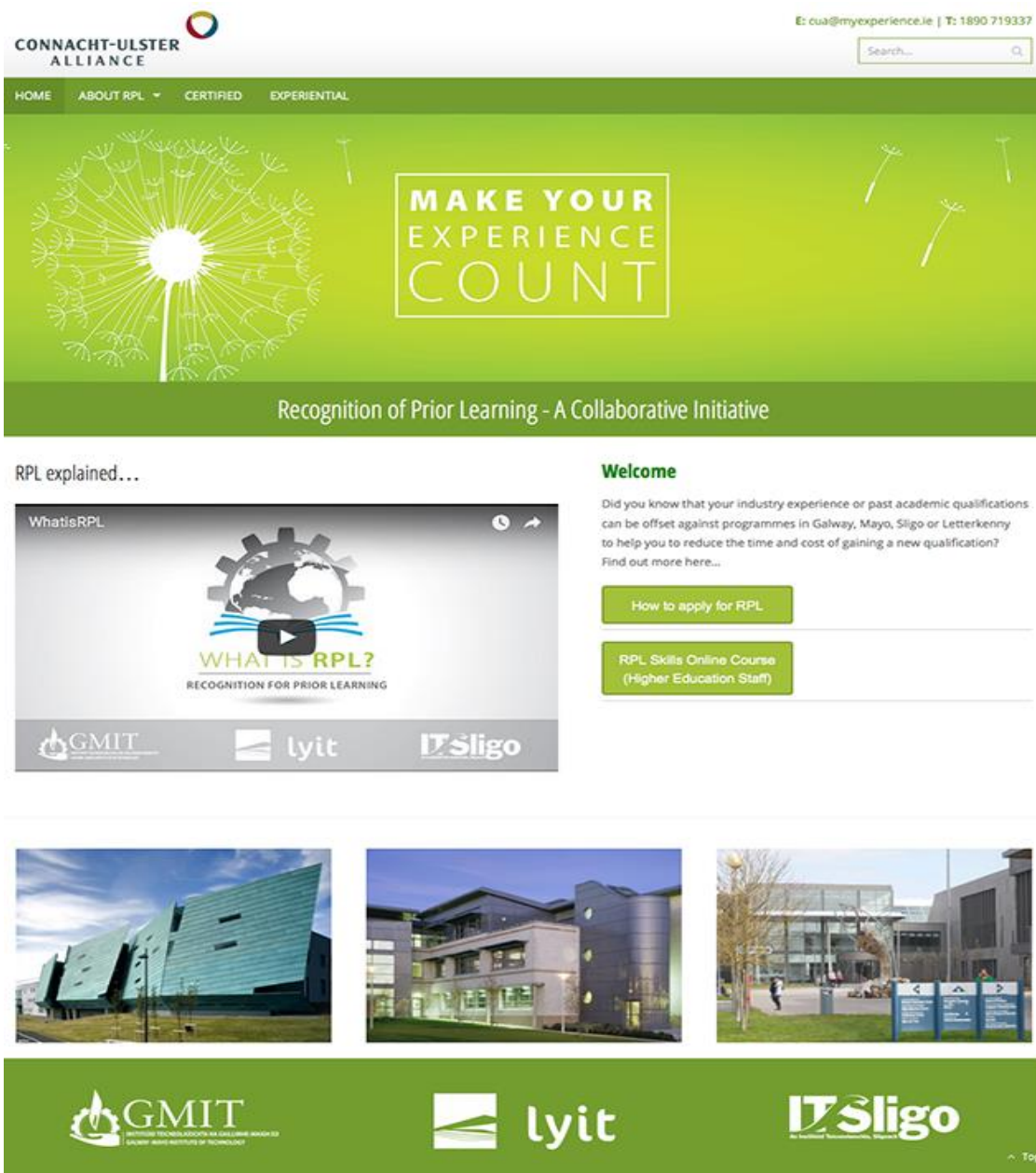
Dr Carina Ginty,

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RPL Toolkit:

myexperience.ie
(The RPL information site for candidates – how RPL works)

rplportfolio.ie
(RPL Portfolio online tool access for candidates and GMIT Assessors/Mentors)

cpdlearnonline.ie
(The Online RPL Training Course for GMIT staff assessors and mentors)

Returning to this web site?

Username

Password

Login

☐ Remember username

Forgotten your username or password?

Login as a guest

Is this your first time here?

Welcome to the CUA ePortfolio - application tool. In order to gain full access to the ePortfolio tool you will need to take a minute to create a new account. Here are the steps:

1. Fill out the registration form with your details.
2. An email will be sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the CUA ePortfolio link to start the process.
6. You can now access the full CUA ePortfolio application tool. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access your CUA ePortfolio application at any time.

Register

Register

In advance of completing the eportfolio application please contact the relevant head of department to confirm if the programme is running this coming academic year.

Step 1: Select the Institution
Step 2: Select the Area of interest
Step 3: Select the Course

Choose Institution
IT Sligo
GMIT
LyIT

Teaching and Learning
Business
Choose Discipline
Creative arts & media
Tourism & arts

MA in Teaching and Learning
Postgraduate Diploma in Teaching and Learning
Postgraduate Certificate in Teaching and Learning

Please indicate what stage you would like to enter the programme.

Stage

Application Type
- ○ Undergraduate (specify year)
- ○ Postgraduate (Higher Diploma, Postgraduate Diploma, Masters)

Username*

Password*

Email address*

Step 1 - Confirm Contact with the Institute Department and Admissions

Confirm the following: ☑

That you have been in contact with the institute and completed a direct application form for a programme.

That the Institute have recommended that you complete the RPL e-Portfolio application.

Tick the box below to confirm

Step 2 - Compile ePortfolio for RPL assessment

Before starting your ePortfolio speak with the Institute RPL mentor / Head of Dept. who will advise you on the 'type' of evidence you will need to provide in your portfolio. Evidence must be relevant to the programme or module learning outcomes you are seeking recognised prior learning for.

Once you have been in contact with the institute and they have recommended you to start the ePortfolio process you then proceed to this next stage.

Use the activity below to build your ePorfolio for assessment. Complete all sections of the portfolio.

Once you have finished with it, tick the box on the right as complete.

Not available unless: The activity **Confirm the following: That you have been in cont...** is marked complete (hidden otherwise)

Build your ePortfolio ☐

Step 3 - Submit a Special Project Assignment

Your assessor may assign you a 'special assignment' in order to meet the gaps identified in your ePortfolio submission (e.g. an essay on a specific subject area, a RPL assignment with specific questions linked to the discipline, a research report or other task set by the assessor). Please submit your completed special assignment in this section.

If you have not been asked to complete a 'special assignment' you can ignore this step.

Not available unless: The activity **Confirm the following: That you have been in cont...** is marked complete (hidden otherwise)

Submit your project asssignment here ☐

Step 4 - Response

Not available unless: The activity **Confirm the following: That you have been in cont...** is marked complete (hidden otherwise)

When you have completed your e-Portfolio and submitted your project assignment (if required), you will be contacted by the Institute once your application has been assessed.

Navigation

Home
- Dashboard
- Site pages
- Current course
  - RPL Portfolio Assessment
- My courses

Administration

- Course administration

Your Choice

Institute: GMIT | **Discipline**: Teaching and Learning | **Programme**: Postgraduate Diploma in Teaching and Learning

Your Profile | Your Education | Your Work Experience | Additional Evidence | Overview

Click Here to View Example Profile

Your Profile

Delete | Cancel

You

Gender	Female

Name   Sample   Sample

Profile picture   Choose a file...   Maximum size for new files: 128MB

You can drag and drop files here to add them.

Date of Birth   2   November   2018

PPS / Social Sec. Number

About You
No more than 200 word summary about you

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Your Profile | Your Education | Your Work Experience | Additional Evidence | Overview

[Click Here to View Example Education]

Accredited Programmes

Please provide information on all accredited qualifications

▼ Programme 1

Programme name ⓘ ☐ [   ]

National Framework of Qualifications ⓘ [level 5 ▼]

For foreign qualifications please consult with www.qualrec.ie

Higher Education Institution/Training Provider ⓘ [   ]

Institute Website [   ]

Institute Phone Number [   ]

	Start Date	End Date
Date	November ▼ 2018 ▼ 📅	November ▼ 2018 ▼ 📅

Certificate / Badge ⓘ

Maximum size for new files: 128MB, maximum attachments: 5

☐ [⊞ ≣ ≣]

▶ 📁 Files

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Click Here to view Example Work Experience

Current / Previous Employment

All candidates are required to provide work based learning evidence relevant to the programme they are applying for access. For example if a candidate is seeking advanced entry on to a L8 Honours Degree and they have certified learning up to level 6 and evidence of experiential learning up to level 7.

The candidate needs to demonstrate the work experience gained in this section and how this correlates with a level 7 programme in this discipline area. The QQI guide on award standards for each discipline is available to download at www.myexperience.ie and also in the Assignment Section of this ePortfolio tool.

Delete | Cancel

Role 1

Job Title

Name of Employer

Start Date | End Date

Date

November | November

2018 | 2018

Roles and Responsibilities (?)

List the relevant Learning Outcome(s) and detail the skills acquired and knowledge gained from this Work Experience

List the relevant Learning Outcome(s) and detail the skills acquired and knowledge gained from this Work Experience [X]

List each of the relevant Learning Outcome(s) at the top of this section. The mentor/HoD in the institute will provide you with the learning outcomes and discuss the type of evidence you will need to present in your ePortfolio. You are then required to map the learning outcome(s) to the skills acquired and knowledge gained from each work experience. Please note, several learning outcomes may be covered under each work experience you present evidence on. It is important you clearly highlight at the top of this section the learning outcome(s) you are referring to in each

Your Choice

Institute: GMIT **Discipline:** Teaching and Learning **Programme:** Postgraduate Diploma in Teaching and Learning

Your Profile   Your Education   Your Work Experience   **Additional Evidence**   Overview

Please provide additional information on your profile and evidence of workbased learning activities relevant to the programme you are seeking access to.

CV / Resume

**What is your motivation in applying for this programme? (max 500 words)***

LinkedIn URL

Personal Webpage/blog URL

CV Document ❓

Maximum size for new files: 128MB, maximum attachments: 5

▸ 📁 Files

Evidence

Evidence 1

Type

Business Plans

Date

November 2018

Details

Maximum size for new files: 128MB, maximum attachments: 5

Upload Evidence ?

▶ 📁 Files

You can drag and drop files here to add them.

Save

Sample RPL Portfolio evidence ...

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	Published work Voluntary activities Self-study schemes Relevant Recreational activities/hobbies
Work history and job descriptions	Aspects of your paid and voluntary work that are relevant to the module	Job descriptions Responsibilities Curriculum Vitae Professional accreditations/licences
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

Assessor Demonstration Access

https://www.myexperience.ie or
www.rplportfolio.ie

Login in as an assessor with either of the 2 usernames

Assessor username: rpl.assessor

Password: Password1#

Assessor username: rpl.assessor2

Password: Password2#

RPL Portfolio Assessment

Important Site Notice

Student Data- Privacy Notice

Navigation

Home
- Dashboard
- ▶ Site pages
- ▼ Current course
    - RPL Portfolio Assessment
- ▶ My courses

Administration

- ▼ eportfolio administration
    - ■ Edit settings
    - ■ Locally assigned roles
    - ■ Permissions
    - ■ Check permissions
    - ■ Filters
    - ■ Logs
    - ■ Backup
    - ■ Restore
- ▶ Course administration
- ▶ Switch role to...
- ▶ Site administration

| Active | Signed off | Archived |

First name | Surname | **Search** **Clear**

Export to Excel

Reset table preferences

Page: 1 2 3 4 5 6 7 8 9 10 (Next)

Name	Message	Date	Status	Internal assessor and Mentor notes	Institute final Assignee	Actions
tello	💬	21 November 2018	****	+	+	Archive / Sign off
t	💬	7 November 2018	****	+	+	Archive / Sign off
ole	💬	2 November 2018	***	+	+	Archive / Sign off
t	💬	29 October 2018	**	+	+	Archive / Sign off
EST	💬	25 October 2018	****	+	+	Archive / Sign off
ello	💬	23 October 2018	***	+	+	Archive / Sign off
bin	💬	21 October 2018	****	+	+	Archive / Sign off
rin	💬	10 October 2018	****	+	+	Archive / Sign off
er	💬	9 October 2018	****	+	+	Archive / Sign off

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Active | Signed off | Archived

First name | Surname | Search | Clear

Export to Excel

Reset table preferences

Name	Message	Date	Status	Internal assessor and Mentor notes	Institute final Assignee	Actions
	💬	3 October 2018	****	Applicant has been informed that there is insufficient detail provided in the application to deem the candidate eligible for entry to a Level 7 programme. The ▾ edit	+	Archive / Activate
	💬	20 September 2018	****	The ePortfolio has been assessed and a mark of 15 out of 25 (60%) was determined which is a pass. The applicant does not have ▾ edit	+	Archive / Activate
	💬	18 September 2018	****	 edit	+	Archive / Activate

Assessing the RPL Portfolio – Sample Rubric

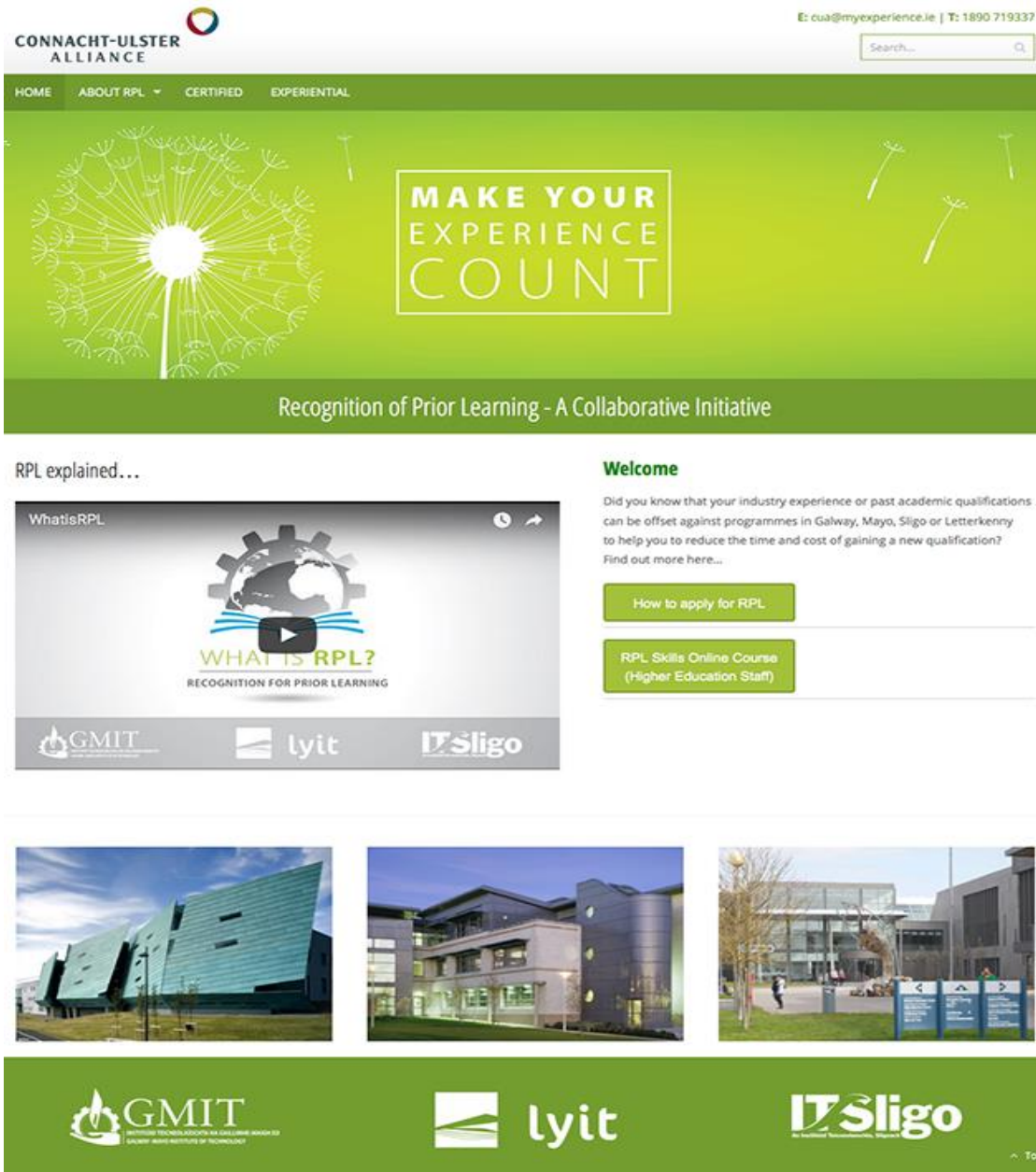**RPL PORTFOLIO ASSESSMENT GUIDE CRITERIA**
(for experiential learning)

CRITERIA	Good match	Poor match	Assessor Notes
Relevance to the module Learning Outcomes			
Currency/recency of the learning (kept up-to-date).			
Sufficiency to cover the module LO's to the extent and depth required.			
Level of the learning in relation to NFQ descriptors for the module level is similar.			
Authenticity: genuinely the evidence of learning of the applicant.			

RPL PORTFOLIO ASSESSMENT GUIDE CRITERIA
(for certified learning)

CRITERIA	Good match	Poor match	Assessor Notes
Volume in years			
Volume in credits			
Level/depth			
Learning outcomes			
Content			
Reading lists			
Thesis/project/major product			
Practice placement			
Internship			
Currency of learning			
Examination papers			

RPL Toolkit:

myexperience.ie
(The RPL information site for candidates – how RPL works)

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(RPL Portfolio online tool access for candidates and GMIT Assessors/Mentors)

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(The Online RPL Training Course for GMIT staff assessors and mentors)

www.cpdlearnonline.ie

Part 1:

RPL Higher Education Skills: Introduction to the Online Course (Dr Carina Ginty, Project leader, Galway-Mayo Institute of Technology)

Part 2:

CUA RPL ePortfolio Assessment Tool in Action (Gavin Clinch, Institute of Technology Sligo)

a. Higher Education Staff User Guide Demonstration

b. RPL Applicant User Guide Demonstration

Part 3:

Understanding Recognition of Prior Learning (Oran Doherty, Letterkenny Institute of Technology)

Part 4:

RPL Policies and Procedures at DIT in Ireland (Dr Anne Murphy, Dublin Institute of Technology)

Part 5:

Case Studies: Recognition of Prior Learning at DIT in Ireland (Dr Anne Murphy, Dublin Institute of Technology)

Part 6:

A. International Perspective RPL in the US (Prof. Nan Travers and Prof. Meg Benke, Empire State University)

a. What is PLA? Overview

b. Different Types of PLA

c. Five Critical Factors of a PLA program

d. Key Questions for the Five Critical Factors

e. Why Consider PLA for your Institution

B. International Perspective RPL in Scotland (Heather Gibson, QAA Scotland)

Part 7:

Supporting and assessing RPL applicants (Dr Maeve O'Grady, Waterford Institute of Technology)

a. Understanding the work the learner has to do to articulate tacit learning

b. Matching learning outcomes

c. Addressing issues of currency

d. Verifying claims of learning

Part 8:

RPL Higher Education Resources

A. **RPL Reports and Useful Links**

B. **QQI Award Standards and Assessor/ Applicant Guide Sheets**

+ Quiz/reflective tasks
+ Digital Badges

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THANK YOU

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