



Recognition of Prior Experiential Learning

Higher Diploma in Business in Insurance Management - Level 8

Supporting Detail – Knowledge, Skill and Competence

Membership Number
(if known)

First Name

Surname

Telephone

Mobile

Email Address

General Guidelines for completing this RPEL form

Recognition of Prior Experiential Learning (RPEL) is the process that can allow you to gain admission to a programme based on evidence of learning you achieved through your experiences in a workplace or community setting.

By completing this form you will be providing assessors with evidence of this experiential learning.

There are two key words that you need to keep in mind: experience and evidence.

In describing your experience focus on what you have done – activities, projects, interactions, processes and achievements.

Be prepared to provide evidence to back up your assertions such as detailed descriptions, documentation, professional qualifications and other tangible outputs. In providing these details you should make it clear what you have contributed. You can attach additional documents to this form and refer to these in your responses.

It is usually not necessary or advisable to provide information that is sensitive or confidential to your employer.

How to complete the form:

- 1) Please complete each section to the best of your ability
- 2) Try to use a variety of examples when completing each section to avoid repetition throughout the document
- 3) Submit a CV or link to your LinkedIn profile to provide further context

What happens next:

- once we have received your completed form you will be scheduled for a call with the Director of Education to discuss your application.
- calls are scheduled to take place every Thursday afternoon between 3 & 5pm and should take no longer than 30 mins
- a member of the education team will reach out to schedule your call at a convenient time

Possible outcomes – at the end of the call you will be made aware of the outcome which could be:

1. you have been successful & will be offered a place
2. additional information is required in order to secure an offer
3. it was deemed that you did not have sufficient experience at this time & will be advised on what shortfalls to address before making a subsequent application for a future intake to the programme.

If you are not satisfied with your experience or the outcome of RPEL there is an appeals process in place and your application will be forwarded to the Head of Department in ATU Sligo for review. For further information on this please contact rpl@iii.ie.

1 (a) Describe the main area of work or activity through which you have learned from experience.

In this section provide an overview of your 'on the job' learning and specialised knowledge of areas/functions and roles you have had in insurance. What roles you have fulfilled and describe the tasks associated with those roles.

1 (b) Describe the extent and the kind of knowledge you have gained from experience.

Focus on activities – the kind of tasks, projects, documents and interactions you have engaged with. State what you can do as a result of these experiences.

Section 1 Review

The QQI guidelines for a Level 8 Professional Award indicate that a person should have broad and up-to-date general knowledge and specialised knowledge of a variety of areas comprising a professional discipline (in this instance Insurance) and of the connections between these areas and with related disciplines; to include knowledge about recent developments and trends in the professional discipline or its practice. In addition demonstrate:

- A critical understanding of facts, concepts, rules, models, schools of thought, methods, technology; their development and limitations; and how they arise and are applied in current professional practice

Based on the evidence provided: Does the extent, nature and quality of the knowledge indicated by the applicant meet these standards?

2 (a) Describe the specific skills you have acquired from experience (for example critical thinking, negotiation skills, or specialist skills in a specific area of insurance).

Give examples of the processes you engage with and the tools you use.

2 (b) Describe your ability to solve problems (for example the identification of issues, social, ethical, stakeholder input, research, documentation, contingencies, monitoring and evaluation).

Provide examples of how you can deal with new challenges and situations as they arise.

Section 2 Review

The QQI guidelines for a Level 8 Professional Award indicate that a person should have knowledge of the context for professional practice (including regulatory, economic, scientific, technological, social and cultural aspects) and of signification issues at the interfaces with related disciplines and professions. In addition be able to:

- Select, modify and apply advanced skills to critically analyse, research (under close guidance) and formulate responses to unpredictable, complex and ill-defined problems arising in the profession and its reflective professional practice
- Prepare and analyse evidence-based conclusions that take due account of social, disciplinary and ethical insights
- Communicate advanced information, transfer one's knowledge and skills, and justify decisions, to specialists and non-specialists, including clients

Based on the evidence provided: Has the applicant demonstrated a mastery of a complex and specialised area and an ability to use appropriate judgement across a range of functions?

3 (a) Describe the responsibilities you have and the degree to which you can act on your own initiative.

3 (b) Comment on how you work with others both internally and externally – for example have you led complex teams and/or projects.

3 (c) Describe how you manage and build on what you learn in the workplace – for example CPD, training internally or externally. Include details of any other professional Associations or Membership Bodies that you are a member of.

Section 3 Review

The QQI guidelines for a Level 8 Professional Award indicate that a person should be able to use advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for all related decision making; transfer and apply diagnostic and creative skills in a range of contexts. In addition demonstrate the ability to:

- Act effectively under guidance in a peer relationship with qualified practitioners; lead multiple, complex and heterogeneous groups
- Learn to act in variable and unfamiliar learning contexts; learn to manage learning tasks independently, professionally and ethically
- Express a comprehensive, internalised, personal world view manifesting solidarity with others

Based on the evidence provided: Has the applicant demonstrated the competences listed above?

For Completion by Candidate:

I submit this documentation in accordance with ATU Sligo's Recognition of Prior Learning requirements. I accept that any advice or instruction given to me by the the Insurance Institute or its staff in the preparation of the submission does not confer any entitlement to entry or exemption.

I certify that all information submitted is an accurate description of my relevant learning and experience to date.

Signed By Candidate

Date of submission