

Recognition of Prior Learning (RPL) -Portfolio of Learning

1. Applicant/ Programme Details:

Programme Applied for:	NCEF Tutor/Practitioner Education (Stage 3 Diploma in Exercise and Health Fitness)
Location of Programme:	Limerick September 2012
Applicant Name:	
Date of Birth	
Nationality	
Year graduated from NCEF Level 1 or Equivalent	
Year graduate from Diploma in Exercise and Health Fitness or equivalent	
Address:	
Telephone:	
Email:	

Guidelines for POL completion please read below before you submit:

1. Please ensure that you have completed all sections and attached all relevant documentation before returning the POL to NCEF Head Office
2. Incomplete POL's will not be submitted to the RPL Board for submission and will result in the delay and possibly entry onto the programme.
3. Please complete in **BLOCKED CAPITALS**

Summary of Contents:

Section	Content	Page	Completed (Please tick)
1.	Applicant/ Programme Details.	2	
2.	Curriculum Vitae.	3 – 5	
3.	Record of Continuing Professional Development (CPD): Study / experiences / events <u>within the areas of</u> Stage 2 of the Diploma in Exercise and Health Fitness	6	
4.	Record of Continuing Professional Development (CPD): Study / experiences events <u>outside of the areas of</u> physical activity /sport etc. that you have taken part in.	7	
5.	Work Examples and Reflections.	8	
6.	Continuing Professional Development Plan	9	
7.	References/Testimonials.	10	

2. Curriculum Vitae

2.1 Educational Background

1. Please attach copies of certificates received and /or transcripts of ALL results **including** NCEF or similar qualifications
2. Please note originals may be requested from the RPL Board at a later stage
3. When completing educational background details it is vital to include all exercise and health fitness related qualifications **including** all **NCEF Qualifications**, by omitting this information your application may be unsuccessful.

Name/Address of School/College	Years attended		Level reached/exams taken	Age on leaving
	From	To		

2.2 Experience of working in the Health/Fitness Industry

Description of Health / Fitness related work experience in the last 10 yrs

Location/Facility	Position Held	Dates		Main Duties Responsibilities
		From	To	

2.3 Experience of working in education, lecturing, teaching, staff training, presenting to groups in industry, community work, management/supervisor experience etc

Location/Facility	Position Held	Dates		Duties-Bullet points
		From	To	

3: Continuing Professional Development

Please complete this section (3) only if you have completed CPD within the areas of Exercise and Health Fitness paying particular attention to Stage 2 elements such as NCEF Personal Training, Older Adult, and Fit for Life etc. or equivalent

Programme/ workshop/event attended	Duration		Number of hours	Level reached/exams taken
	From	To		

How I have benefited from this experience:

Programme/ workshop/event attended	Duration		Number of hours	Level reached/exams taken
	From	To		

How I have benefited from this experience:

Programme/ workshop/event attended	Duration		Number of hours	Level reached/exams taken
	From	To		

How I have benefited from this experience:

Programme/ workshop/event attended	Duration		Number of hours	Level reached/exams taken
	From	To		

How I have benefited from this experience:

4: Continuing Professional Development

Please complete this section (3) only if you have completed CPD Outside of the areas of physical activity, sport etc such as Occupational First Aid, ECDL, NON Exercise and Health Fitness related Evening/weekend courses, BA or Bsc/Msc/Bed

Programme /workshop/event attended	Years attended		Number of hours	Level reached/exams taken
	From	To		
How I have benefited from this experience:				
How I have benefited from this experience:				
How I have benefited from this experience:				
How I have benefited from this experience:				
How I have benefited from this experience:				

5: Work Examples and Reflections

Please select two work positions that you have held and write a brief reflection on what you have learned from working in each position.

You may also wish to attach evidence of on the job assessment from your employer.

Position 1:

Employer Name & Address	Dates		Position held	Main Duties
	From	To		
What I have learned from working in this position:				

Position 2:

Employer Name & Address	Dates		Position held	Main Duties
	From	To		
What I have learned from working in this position:				

6: Continuing Professional Development Plan.

Please outline the following:

6.1 Your Main Professional Goals for the next 5 - 10 yrs:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

6.2 Courses/Programmes of Study/Workshops/ Events you wish to participant in:

--

6.3 Employment opportunities you wish to pursue:

--

