

Recognition of Prior Learning (RPL) Portfolio of Learning

1. Applicant/ Programme Details:

Programme Applied for:	NCEF Tutor Education Unit (Stage 2 Diploma in Exercise and Health Fitness)
Location of Programme:	Limerick Tutor Education
Applicant Name:	Mary Doe
Date of Birth	18.9.1970
Year graduated from NCEF	1994 Level 1 1996 Level 2 PT
Address:	7 Main Street, Dublin
Telephone:	01-22222222
Email:	marydoe@mail.ie

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
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

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.

School or College attended	Years attended		Level reached/exams taken	Age on leaving
	From	To		
Mary Immaculate College of Education	1989	1993	B.Ed (hons)	23
NCEF/PEAI	1994	1995	NCEF Level 1	24
NCEF/PEAI	1998	1999	NCEF Personal Training	28
University of Limerick	2000	2001	Graduate Diploma in ICT in Education	37

b) Employment History

Employer/address	Dates		Position held	Duties
	From	To		
Girls National School Dublin	1993	1999	Assistant Teacher B Post	Class Teacher to Junior Infants, Senior Infants, Second Class, Fourth Class, Fifth Class and Sixth Class
Boys National School (BNS) Dublin	2000	present	Assistant Teacher	Class Teacher to First Class and Sixth Class
The Gym Dublin	1995	1998	Fitness instructor	Teaching Fitness Classes Part time Programmes for Clients Fitness Assesments
Self Employed Dublin Area	1999	Present	Personal trainer	Fitness Assessments One to one client time Fitness programmes

Description of Health / Fitness related work experience in the last 10 yrs	Dates		Location/ Facility
	From	To	
Aerobics Instruction Step Instruction BOSU Instruction	2002	2005	Dublin Leisure Complex
Aerobics Instruction Body Conditioning	1998	2004	Dublin Leisure Centre
Gym Instructor, Aerobics and Step Instructor	1997	1999	The Gym Dublin
Circuit Training and Personal Training	1999	Present	Newmarket-on-Fergus Community Centre
Coaching of Football and Soccer	1997	To Present	Dublin Ladies Club

Experience of working in education, lecturing, teaching, staff training, presenting to groups in industry, community etc

Description	Dates		Location/ Facility
	From	To	
Aqua Exercise and Fitness (Shallow Water) Independent (External) Examiner	1999	2004	Kilkenny
NCTC National Forum – Physical Activity Common Goals, Different Roles Workshop – Fun Fitness Activities for Kids	2005		University of Limerick
Local Community Centre Dublin Healthy Living	2007		Dublin

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, Fit for Life.

Programme/ workshop/ event attended	Duration		Number of hours	Level reached/exams taken
	From	To		
IDEA Convention	1997		3 Days	
How I have benefited from this experience: Pre-convention workshop (6 hours) covered Personal Training – Exercise analysis, Postural Analysis and Core Training Workshops that I attended during the Main Convention covered Children’s Fitness which was very helpful when designing sessions for NCEF Health-Related Activity for Children course sessions				
Programme/	Duration		Number of	Level reached/exams

workshop/event attended	From	To	hours	taken
Washington DC	1999		3 days	
How I have benefited from this experience: I attended workshops related to Exercise Programming for Older Adults – this helped me to plan programmes suitable for my older clients.				
Programme/ workshop/event attended	Duration		Number of hours	Level reached/exams taken
	From	To		
FitPro Convention	2003 and 2004		3 days	
How I have benefited from this experience: Attended workshop on Core training which I used with Personal Training clients				

4: Continuing Professional Development

SAMPLE

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		
Graduate Diploma in ICT in Education	1999	2000		Graduate Diploma
How I have benefited from this experience: improved my ability to use technology in the classroom				
Programme/ workshop/event attended	Years attended		Number of hours	Level reached/exams taken
	From	To		
Interactive Whiteboards	2005		25	
How I have benefited from this experience: It has allowed me to utilise the interactive whiteboard as an effective tool in teaching Maths, English and Geography				
Programme /workshop/event attended	Years attended		Number of hours	Level reached/exams taken
	From	To		
ECDL computer course	2007		60+	

How I have benefited from this experience: Plan and analyze programmes for clients online Lease with clients through email Set up a database of clients, which makes notify clients en masse easier through use of mail merges				
Programme/ workshop/event attended	Years attended		Number of hours	Level reached/exams taken
	From	To		
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	Duties
	From	To		
Teacher	1997 2005	1998 2006	Assistant Teacher	Planning sessions Researching content Lecturing Setting assignments Grading assignments
What I have learned from working in this position: My Questioning Skills improved as I had to teach about levels of questioning (lower order v higher order). My knowledge of learning theories (e.g. constructivism) improved my teaching methodologies – greater use of diagrams, mind maps and concept mapping.				

Position 2:

Employer Name & Address	Dates		Position held	Duties
	From	To		
Dublin Gym	1999	2005	Fitness Instructor	Teaching Classes Designing Programmes

What I have learned from working in this position:

Develop my Client skills
Developing Programmes
Account Management for Personal Training Element
Time Management
Dealing with clients on a one to one basis

6: Continuing Professional Development Plan.

Please outline the following:

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

1. Further studies in Adult learning styles – Masters Degree or PhD
2. Course and Qualification in Pilates
3. Team Sports Fitness Specialist Unit
4. Complete Tutor Education
- 5.

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

Masters in Adult Education
Pilates Training Course
Tutor Education

iii. Employment opportunities you wish to pursue:

Workshop facilitation in Exercise and Pregnancy

7: References/Testimonials

Please attach:

Two **WRITTEN** references from an employer and /or Principal of educational institution authenticating the evidence that you are providing in this portfolio.

Please ensure all references follow the guidelines listed below:

1. References must be submitted on official headed paper
2. Include confirmation of the position of the referee within the organisation/college
3. Identify their relationship to you
4. Be from an employer and/or Principal of an educational institution authenticating the evidence that you have provided in your portfolio

Applicants MUST also include a supporting statement highlighting any information you may consider pertinent to your application e.g. reasons for applying for the NCEF

(This may be particularly beneficial to applicants that do not have prior learning or relevant experience in the fitness industry)

I have always been actively involved in sport and enjoyed playing soccer from a young age; I also enjoy swimming and attending the gym in my spare time. I have been a qualified fitness instructor for over 10 years and have a lot of experiencing of teaching fitness classes, step aerobics etc. I would now love to merge my love of exercise, health and fitness with teaching. I have a lot of experience of teaching school children and would love the opportunity to teach health and fitness to young and old adults alike.

Although I do not hold the 60 ECTS credits within Stage 2, I do have the compulsory Personal Training module and I have a related education Degree BEd and Diploma.

I would greatly appreciate it if you would consider my application and if I can answer any questions in relation to this Portfolio of Learning or if you would like me to attend for interview please do not hesitate to contact me.

REFERENCES Enclosed as per above guidelines

Applicant Signature: MARY DOE **Date:** 9.9.09