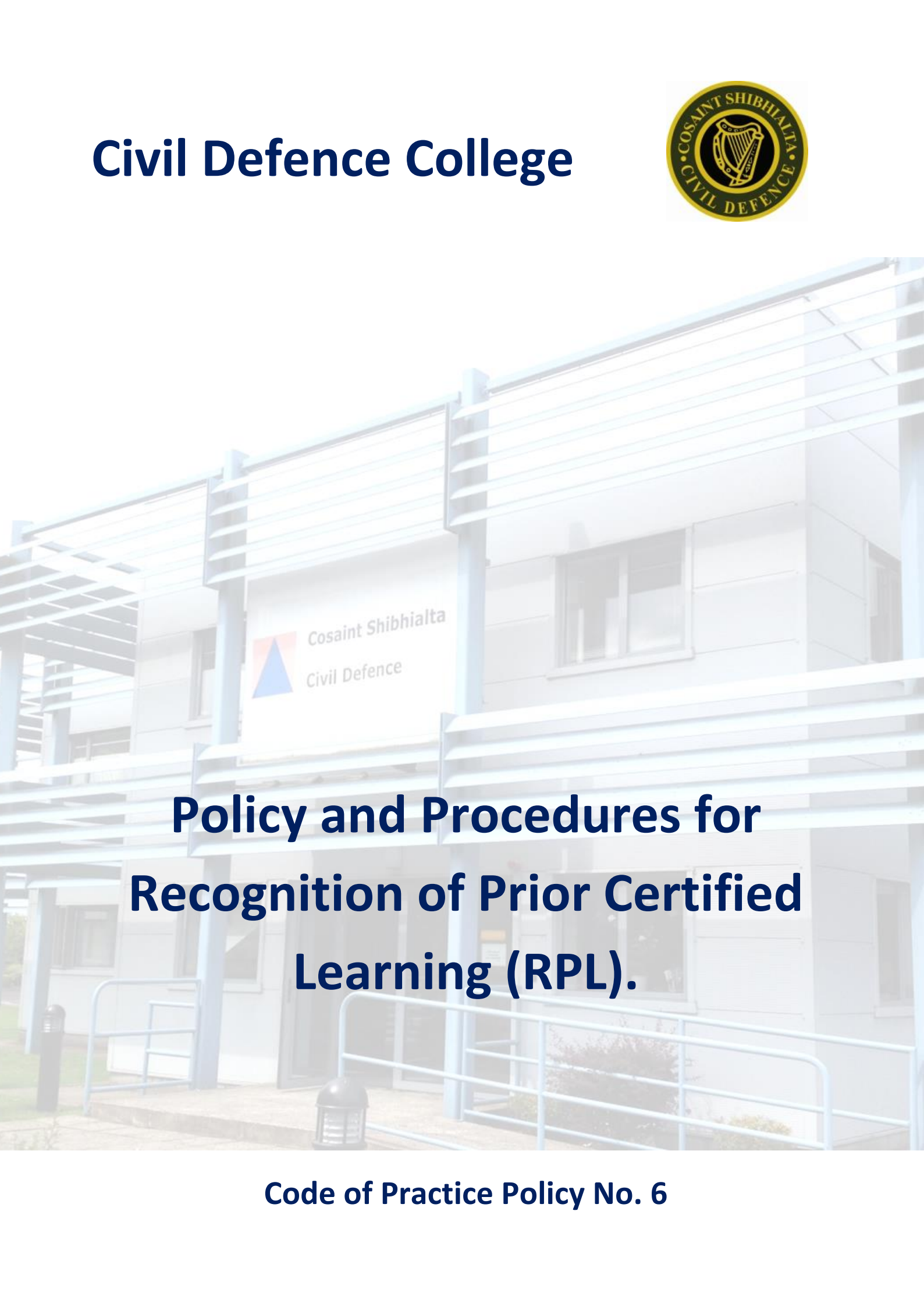


# Civil Defence College



## Policy and Procedures for Recognition of Prior Certified Learning (RPL).

**Code of Practice Policy No. 6**



# Policy and Procedures for Recognition of Prior Certified Learning (RPL).

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Policy Area	Civil Defence Training Policy & Procedures for Recognition of Prior Certified Learning	Subject	RPL (Certified)
Policy Title		Reference No.	CDC RPL1
Effective Date	2020	Approved By	R McGuire
Revision Date	Jan 2022	Policy Owner	G Murphy

## 1. Introduction

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Civil Defence College implements a policy for Recognition of Prior *Certified* Learning (RPL) in relation to knowledge, skills and competence of an individual.

This policy sets out the steps involved in applying for RPL, as well as the conditions under which applicants are evaluated. The policy also sets out the roles and responsibilities of each party during the RPL process.

The scope of the policy covers the Civil Defence College, Volunteer, Civil Defence Officer and the Civil Defence College internal assessor. The policy covers all RPL applications by Civil Defence volunteers seeking recognition of formal prior certified learning.

Before applying for RPL, please consult with your Civil Defence Officer.

## 2. Aim of RPL in Civil Defence

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- Recognition of an award (in part or whole) towards a defined standard.
- Access / transfer to a programme of study.
- Recognition as an instructor in a specific discipline(s) for the purpose of teaching in Civil Defence.

### **Recognition of an Award:**

Volunteers with qualifications gained externally may wish to have the award recognised by Civil Defence in order to actively serve on organisational duties in that discipline(s). Exceptions

include volunteers presenting Manual or People Handling Operator Certificates (See *Circular 1/20 Civil Defence Manual and People Handling Training*).

### **Access / Transfer to a programme of study.**

Volunteers seeking entry to a Civil Defence course may wish to have *certified* prior learning considered to gain credit / exemption from programme outcomes (part or whole), or to progress directly to the next level of a learning intervention.

### **Recognition of an Instructor:**

Volunteers with externally acquired *instructor* qualification(s) may undergo RPL to become an approved Civil Defence Instructor in their subject area(s). Examples include Swift-water, Manual & People Handling, Food & You and PHECC.

## **3. Assessment Criteria**

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Dependent on the RPL application, the following criteria will be considered (in part or whole) by the Civil Defence College when evaluating an application for RPL;

- The extent and scope of the prior learning acquired.
- The relevance of the evidence submitted.
- The ability of the individual to prove learning associated with achievements.
- The ability of the individual to prove they have the required competencies as specified by the particular education and training standard or award.
- The ability of the person to present the evidence in the required format.

## **4. Role of Civil Defence in RPL Process**

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The role of the Civil Defence is to implement an appropriate validation process, which is equivalent, impartial, consistent, and evidence based.

The College Instructor will assess the evidence provided by the volunteer and identify the appropriate validation pathway under which RPL will be conducted.

Civil Defence College will:

- Act in a timely manner
- Ensure fair and transparent process
- Protect all information provided to it by the learner in accordance with the Data Protection Act.
- Where appropriate amend and adapt policies and procedures to reflect internal and external standards.

## 5. Role of the applicant in RPL Process

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The role of the applicant is to engage in the RPL process, provide relevant documentation, act promptly and make themselves available for any validation pathways required by Civil Defence College.

## 6. Role of the Civil Defence Officer in RPL Process

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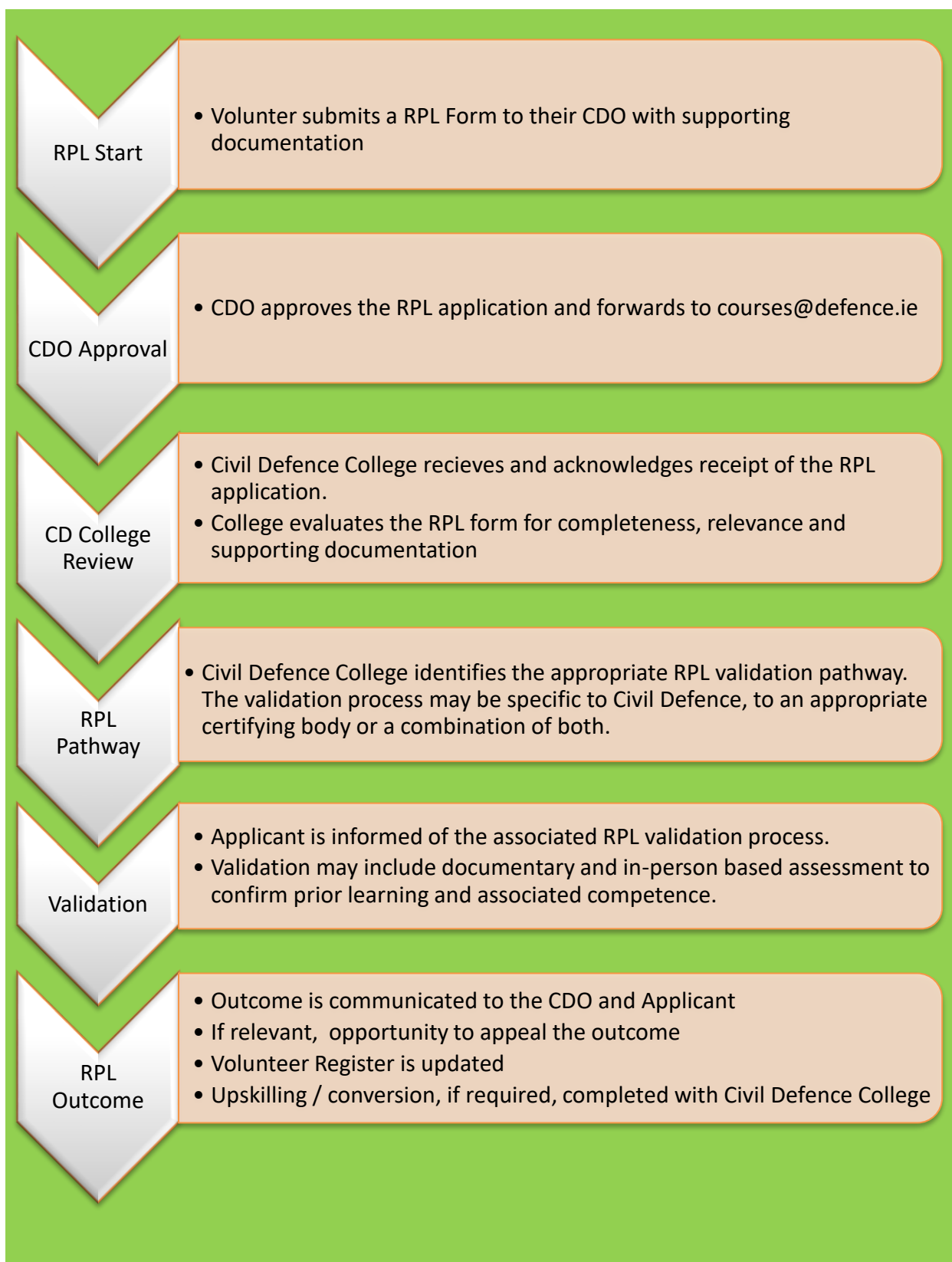
The role of the Civil Defence Officer (CDO) in the RPL process is to act as a mentor to the learner by helping with some or all of the following;

- Providing information to the learner on the RPL process and advising the learner on entry requirements and validation pathways.
- Advising the learner in identifying and gathering evidence to support their application.
- Assisting the learner to analyse the standards for an award in terms of his/her prior knowledge, skill and competence and the matching of these to the learning/ standard outcomes of the award.
- Assisting with the determination of eligibility prior to the submission of a portfolio of evidence to the Civil Defence College.

## 7. Steps involved in RPL Process

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The RPL outlined is a generic overview of the process. Dependent on the nature of the RPL sought, some or all of the following steps may apply. Please note the following is not exhaustive and subject to change. Further information on specific RPL pathways is available from Civil Defence College.



### Notes:

In circumstance where a volunteer is seeking to have a qualification(s) recognised by the Civil Defence College, some or all of the following criteria may apply:

- Detailed transcripts of the course content, assessments and verification mechanisms.
- Where an external qualification is not aligned to civil defence practice, the volunteer maybe requested to complete additional elements to fit into an agreed service, activity or instructorship role.
- Where the RPL is for instructor recognition, the successful applicant maybe required to attend a workshop to be familiarised with the Civil Defence syllabus they will be teaching.

Civil Defence College actively encourages volunteers to discuss their RPL application with their CDO, peers and members of the College prior to submission.



**\* The following requirements apply for PHECC Instructors seeking RPL  
(Certified)**

- A volunteer wishing to become an instructor within the organisation should be a member for a reasonable period, and the CDO should be confident that the volunteer has shown commitment to the organisation, and will continue to do so as an instructor in Civil Defence.
- In relation to PHECC specific RPL, the Civil Defence Medical Advisor, College Principal and another competent person approves the qualification and prior learning.
- Volunteers who join the organisation and present a PHECC qualification and are not currently employed in the pre-hospital environment are required to work alongside a recognised instructor/practitioner to evaluate their skills and knowledge.
- Volunteers who join the organisation and present a PHECC Instructor qualification and are not currently employed in the pre-hospital environment are required to work alongside a recognised instructor to evaluate their skills and knowledge. All applicants will be required to appropriately demonstrate previous learning. If determined by the instructor, the volunteer will be required to participate in refresher training.
- In relation to CFR, FAR and EFR Instructors, if a volunteer holds a PHECC practitioner licence, on the recommendation of their CDO and approval of the Civil Defence College Principal, this volunteer is awarded a CFR, FAR or EFR Instructor certificate.
- In all instances, the Civil Defence College must be satisfied that all instructors maintain the knowledge and skills in order to continue the high standard of delivery.

## 8. Portfolios of Evidence

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In recognition of the broad depth of prior certified learning, both in Ireland and abroad, applicants may be required to compile a portfolio of evidence demonstrating how they have achieved the learning outcomes of a particular course or how they meet the entry requirements for a field of study. The applicant may also be required to submit detailed course information such as syllabus, project work, modules, etc. as part of their submission.

The extent of documentation and detail required by the volunteer in their submission will depend on the award in which recognition is sought. For PHECC related certification and awards, elements such as attendance at duties (active volunteer), certification obtained, workshops attended, evidence of attending local training, etc. will be factored in to a volunteers requirements for their portfolio of evidence.

## 9. Sample RPL Pathways.

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### RPL Example: **Manual Handling Instructor** (subject to change)

Val has recently completed a QQI Manual Handling Instructor programme with a private provider. Val has requested to become a Civil Defence recognised Manual Handling Instructor.

Val, through their CDO, submits an RPL to the College with appropriate supporting documentation.

Civil Defence College, having reviewed the application, contacts the CDO to arrange for an RPL Assessment. Val is informed of the validation process, which for Manual Handling Instructor, involves three elements.

1. Online Theory Assessment (approximately 1.5 hours)
2. On successful completion of Stage 1, Val is invited to a Skills Demonstration Workshop. Val will be expected to complete a student centred a microteaching session and demonstrate and instruct a range of manual handling skills. (approximately 1 hour)
3. On successful completion of Stage 2, Val will complete a workshop during which they will be familiarised with Civil Defences *Manual Handling Instructor Pack* and course paperwork. (approximately 2.5 hours)

In addition to above, the volunteer will be monitored delivering all or part of the civil defence programme to ensure consistency and offer mentoring if required.

## RPL Example: **Emergency First Responder or First Aid Responder**

**Instructor** (subject to change)

Alex holds an EFR Instructor Certificate and is anxious to teach in Civil Defence.

Alex, through their CDO, submits an RPL to the College with appropriate supporting documentation.

Civil Defence College assesses the application for completeness. There are two validation pathways available to Alex.

If the RPL application coincides with a FAR/EFR Instructor recertification course, Alex will be invited to attend this training day.

If the above is not an option, Alex, through their CDO, will be invited to organise a FAR/EFR class in their local unit with a CD recognised FAR/EFR Instructor.

Alex will be required to deliver a module of the course involving both a Theory & Practical element, typically of 30-40 minutes teaching time.

Alex is then provided with immediate feedback on the assessment from the assessor.

A full breakdown of this feedback is then emailed to Alex, and copied to their CDO, in the days following the assessment.

If Alex is already a qualified instructor in another service or has completed Instructional Methods/VSTS/Train the Trainer internally, generally speaking, they will be asked to attend the College to receive an upskilling session (roughly 1-2 hours) with a College Instructor on the course material and paperwork.

## 10. RPL Application for *Certified* Prior Learning

<b>Volunteer Name</b>		<b><u>Volunteer Signature:</u></b>		
<b>Local Authority</b>		<b>Volunteer No.</b>		
<b>Recognition Applied for:</b>				
<b>Please list qualifications relevant to RPL sought</b>				
<b>Certification</b>	<b>Awarding Body</b>	<b>Date of Award</b>	<b>Certificate No.</b>	<b>Expiry Date</b>
<i>Please note – Attach copies of all <u>current</u> Certification with application - in addition to certification an applicant may be required to submit a detailed syllabus in relation to certificates</i>				
<b>Additional Information which may be relevant to application:</b>				
<b>Signed: _____ CDO</b>  <b>Date: _____</b>				

<b>For Official Use Only</b>	<b>Date Received in Civil Defence College :</b>		
<b>Result of Application :</b>	<b>Complete Approval</b> <input type="checkbox"/>	<b>Partial Approval</b> <input type="checkbox"/>	<b>Not Approved</b> <input type="checkbox"/>
<b>Certification/Letter of Acceptance issued (if applicable) :</b>			
<b>Assessment Required :</b>		<b>Date of Assessment :</b>	

*The Department of Defence will treat personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation. Full details of the Department of Defence Data Protection Policy can be found on our website at [www.defence.ie](http://www.defence.ie); by email from [dataprotection@defence.ie](mailto:dataprotection@defence.ie) or in writing from Data Protection Office, Department of Defence, Station Road, Newbridge, Co. Kildare W12 AD93.*



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