



# NCEF Education and Training

## RPL Application Form

### CEHF or HCEHF



This application is relevant to mature applicants (Age 23+) All questions must be answered. Where appropriate please put "none". All information requested on this form is required by the University of Limerick. Incomplete application forms will not be processed. Please ensure all relevant documentation is included to facilitate prompt processing of your application.

### 1. Personal Details

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Irish PPS No. \_\_\_\_\_ Gender: F  M

Highest Qualification Attained: \_\_\_\_\_

Name & Address of Last Institution Attended (Primary, Post Primary, IT's, University etc.):

Years attended: From \_\_\_\_/\_\_\_\_ (mm yy) to \_\_\_\_/\_\_\_\_ (mm yy)

Emergency Contact Person: \_\_\_\_\_ Mobile No. \_\_\_\_\_

### Which programme are you applying for:

Certificate in Exercise & Health Fitness (CEHF) - 1 Year Programme

Higher Certificate in Exercise & Health Fitness (HCEHF) - 2 Year Programme

## Section 2 : Educational Background

1. Please attach copies of Junior Certificate and Leaving Certificate results or similar qualifications.
2. Please note originals may be requested from the RPL Board at a later stage.

Name and full address of school/college	Year From	Year To	Level reached/Exams taken	Age on Leaving

### Other Qualifications attained:

Please attach copies of any relevant documented evidence.

Courses Attended/Cultural Exchange/Events /Other	Achievements (Certificates received)

If you have any further educational achievements/activities to add please complete here.

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### Section 3: Physical Activity Related Background

Please state Physical Activity you have participated in during the last 5 years. This can include: Gym Attendance, Coaching/Leadership, Attendance at Exercise Classes, Team Participation. Please also stated Certificates/Awards received e.g. FAI Kickstat, GAA Coaching, etc.

Physical Activity/Sport	Level Achieved	Frequency of Participation/ Other comment

### Section 4: Employment History

Employer (Name and Address)	From	To	Position Held	Summary of Duties



## Section 6:

Please note that the NCEF/UL Programmes of Study are delivered in the English language. All applicants should be proficient in this language.

### Data Protection/Privacy Statement

Personal information provided to the National Council for Exercise & Fitness (NCEF) will be treated with the highest standards of security and confidentiality in accordance with the Data Protection Acts 1988 & 2003. The information provided on this form will be held and used for the purpose of processing your application for study. The personal information provided by applicants who are offered and take up a place on a programme of study will also be held for administrative and teaching purposes, It is practice to destroy all forms at the end of the current academic year.

### Application Declaration

I confirm that the information provided in this application form is true and correct and that any supporting documentation submitted by my application is genuine. I understand that the NCEF may cancel my application, withdraw or amend its offer or terminate my registration at the NCEF if any aspect of my application is found to have been falsified.

### Consent to verify qualifications/work experience

I hereby give my consent to the NCEF to make enquiries to all referenced institutions/bodies to satisfy itself that the information I have supplied is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby give my consent to the NCEF to keep my email address on file and to notify me about relevant events, courses and promotional offers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 7: CHECKLIST OF SECTIONS COMPLETED AND DOCUMENTS REQUESTED

Section	Content	Pages	Completed (please tick)
1	Personal Details/Programme Details	1	
2	Educational Backgroundr - Please ensure supporting documentation is attached.	2	
3-4	Physical Activity Related Background/ Employment History	3	
5	Supporting Statement	4	
6	Applicant Declaration/Consent	5	
7	<b>RPL FEE OF €125 MUST BE ATTACHED TO THIS APPLICATION IN ORDER TO PROCESS - This will be deducted from overall fees following successful entry to programme.</b>	5	

Please return fully completed application form to:

NCEF Head Office  
PESS Building  
University of Limerick  
Castletroy  
Limerick  
T: 061-202829  
Email: ncef@ul.ie