

## NCEF Active Ageing for the Older Adult Specialist Module

(Stage 2 of the Diploma in Exercise and Health Fitness)

### Recognition of Prior Learning (RPL) - Portfolio of Learning

#### 1. Applicant/ Programme Details:

Programme Applied for:	NCEF Active Ageing for the Older Adult (Stage 2 Diploma in Exercise and Health Fitness)
Location of Programme:	
Applicant Name:	
Date of Birth	
Date Graduated from NCEF L1 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.

#### **Summary of Contents:**

Section	Content	Page	Please tick if completed
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		

### 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		Duties
		From	To	

**Experience of working with Older Adults in education, sport,  
Or local community, etc**

Location/ Facility	Dates		Description
	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 such as NCEF Personal Training, Older Adult, Fit for Life, Fitness Convention, Seminars etc.

Programme/ workshop/event /convention	Duration		Number of hours	Level reached/exams taken
	From	To		
How I have benefited from this experience(Bullet points):				
Programme/ workshop/event /convention	Duration		Number of hours	Level reached/exams taken
	From	To		
How I have benefited from this experience(Bullet points):				
Programme/ workshop/event /convention	Duration		Number of hours	Level reached/exams taken
	From	To		
How I have benefited from this experience(Bullet points):				
Programme/ workshop/event /convention	Duration		Number of hours	Level reached/exams taken
	From	To		
How I have benefited from this experience(Bullet points):				

## **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

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

## **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.
- If experience of working with Older Adults is noted in this POL (voluntary or paid employment), then we request that at least 1 of your descriptions below refer specifically to this 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		
What I have learned from working in this position that :				

### **Position 2:**

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

## **6: Continuing Professional Development Plan.**

Please outline the following:

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

1.
2.
3.
4.
5.

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

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**iii. Employment opportunities you wish to pursue:**

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**7: References/Testimonials**

Please attach:

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

**Please ensure all references follow the guidelines 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
- 5. If experience of working with children is noted on your POL, then we request that 1 reference be specific to this.

**If your references do NOT follow the above guidelines then they may not be submitted with your POL and your application may then be unsuccessful**

**Applicants MUST 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)*

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**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**