

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

### 1. Applicant/ Programme Details:

Programme Applied for:	<b>NCEF Fit for Life Specialist Module (Stage 2 Diploma in Exercise and Health Fitness)</b>
Location of Programme:	
Applicant Name:	
Date of Birth	
Year graduated from NCEF Level 1	
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

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## 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 the provision of Exercise and Health Fitness related presentations or talks (theory and practical) to fitness clients, companies or within the local community.** E.g. the delivery of areas of study such as stress management, healthy eating, bone health & others.

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, Fit for Life.

Programme/ workshop/ event attended	Duration		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:				

## 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:**

<b>Employer Name &amp; Address</b>	<b>Dates</b>		<b>Position held</b>	<b>Duties</b>
	<b>From</b>	<b>To</b>		
What I have learned from working in this position:				

### **Position 2:**

<b>Employer Name &amp; Address</b>	<b>Dates</b>		<b>Position held</b>	<b>Duties</b>
	<b>From</b>	<b>To</b>		
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 Two **WRITTEN** references from an employer **and /or** principal of educational institution **and/or** Chairperson of Sports Team affiliated, 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 include a supporting statement highlighting any information you may consider pertinent to your application e.g. reasons for applying for the NCEF**  
**Please complete using BLOCKED CAPITALS**

*(This may be particularly beneficial to applicants that do not have prior learning or relevant experience in the fitness industry e.g. coaching, lifeguard)*

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