

## Application Stage

You submit your application, together with evidence of how you meet the application criteria (e.g. a minimum of 5 years tour guiding and tour management services in Ireland) to qaunit@kerryetb.ie.

Your application will be evaluated to determine whether you meet the application criteria

Your application is successful and the RPL Pathway opens.

You accept a place on the RPL Pathway by signing the Learner Contact and paying the registration fee

If you're unhappy with the outcome of that evaluation you can appeal through the Admissions Appeals process

## Documenting/Completing the challenge task/Submitting a Portfolio for assessment

You begin to collate documentary evidence which includes, job descriptions and experiences, personal statements, Samples of your work providing tour guiding tour management services, acknowledged accomplishments/details of professional development activities that you've completed

You'll receive a User Name and Log in details to your online RPL Folder. You'll upload what you've collated so far and request a review by an RPL Facilitator.

The RPL Facilitator will evaluate what you've uploaded to your online RPL Folder and provide you with general advice about how to organise your Portfolio for assessment

You may be required to complete a challenge task such as a test or an assignment

You complete the challenge task and submit your portfolio for assessment in week 6

Your Portfolio is assessed to determine whether the learning outcomes you acquired in your work role meet the award requirements of the National Tour Guiding Award

The assessment outcome is that you have demonstrated that you meet the award requirements. You will be notified of a result

The assessment outcomes is that you have not demonstrated the award requirements

Your portfolio will then be reviewed by a External Authenticator, and following that review a Results Approval Panel will formally approve the result

If you haven't received a User Name and Log in details to you online RPL Folder contact qaunit@kerryetb.ie

If you haven't been contacted by your RPL Facilitator contact qaunit@kerryetb.ie

You can appeal the outcomes of the assessment process through the Assessment Appeals process