



THE UNIVERSITY OF THE WEST INDIES
 Centre for Excellence in Teaching and Learning
REQUEST FOR ASSESSMENT OF PRIOR LEARNING FOR CUTL EXEMPTION

(To be submitted by the applicant)

PLEASE PRINT

Name: _____ Title: Mr. / Ms. / Mrs. / Dr. / Prof. Post: _____

FIRST MIDDLE LAST

Faculty/Department: _____ Telephone: _____ Email: _____

LIST THE NAME AND CODE OF THE CUTL COURSE(S) FOR WHICH EXEMPTION IS REQUESTED		LIST PRIOR LEARNING: INCLUDE CREDIT COURSE CODE & NAME OF COURSE(S) TAKEN, YEAR, GRADE AND/OR LIFE AND WORK EXPERIENCE(S) THAT MERIT EXEMPTION		
CUTL Course Code	CUTL Course Name	Academic or Work Experience	Course Name/Institution/Workplace	Grade/ Years' Experience

NOTES:

1. Official transcripts from an accredited university/college or letter stating work experience must be submitted with this request together with a summary, course outline or course description of the equivalent subject or professional portfolio. Failure to provide this information will prevent or delay processing of your request.
2. Please refer to numbers 1-5 overleaf for details.

Signature of Applicants: _____

CETL Signature: _____

Date: _____

Date received by CETL: _____



PRIOR LEARNING ASSESSMENT

Overview

1. Assessment of prior learning is based on the principle that skills, knowledge and understanding gained outside formal education or training should be recognised. This recognition suggests that evidence of learning is of primary importance and this is not only characterised by some form of certification.
2. In assessing prior learning the individual being assessed must present evidence of his/her learning. For the Postgraduate Certificate in University Teaching and Learning, this evidence can take a variety of forms such as:
 - A learning log or journal that shows evidence of growth and development as a teacher including examples of strategies used and results obtained.
 - Products of workshops aimed at developing knowledge, skills and attitudes and evidence of skills/competencies. These may include collections of items in a scrapbook or portfolio, CDs, DVDs, videos of relevant performances.
 - Records and samples of work done based on readings and application of principles and practices identified.
 - References from relevant professionals who support claims of skill mastery within the appropriate context.
 - Performance/assessment reports.
 - Prior teaching certification.

Who Assesses?

3. Assessment of evidence provided should be done by a panel guided by the head of the Instructional Development Unit using a framework of standards that devolve from the learning outcomes of the courses within the Postgraduate Certificate in University Teaching and Learning.

How the Assessment of Prior Learning Will Be Implemented

4. This form of assessment is implemented by review of evidence of achievement that is weighed against an identified standard and about which some decision is made. The identified standard will be as defined by the learning outcomes of the relevant courses, from which an appropriate rubric has been constructed.
5. The following are possible outcomes of a review of evidence:
 - Award of some or all course/courses credits.
 - If all course/programme credits awarded, then the awardee gains exemption from the course/courses and no further work is required.
 - If more than half the course credits have been awarded then specific completion task(s) may be assigned to earn the outstanding credits.
 - If less than half the course credits have been awarded the course must be completed in its entirety.