



NCEF Education and Training

RPL Application Form

CEHF or HCEHF



This application is relevant to all applicants who have just completed their Leaving Certificate and also those in the age bracket 18-23. 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 :

Day Option or Weekend Option (Blended Learning)

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

Section 3 : Transition Year (if completed)

If you completed Transition year please state what courses you may have attended or certificates completed with that year i.e. GAISCE awards, HOPE Foundation, First Aid, etc. Please attach copies of any relevant documented evidence.

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

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

Section 4: 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 5: Summer Employment History/Voluntary Work/Other

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

Section 7:

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 8: CHECKLIST OF SECTIONS COMPLETED AND DOCUMENTS REQUESTED

Section	Content	Pages	Completed (please tick)
1	Personal Details/Programme Details	1	
2-3	Educational Background/Transition Year - Please ensure supporting documentation is attached.	2	
4-5	Physical Activity Related Background/Summer employment	3	
6	Supporting Statement	4	
7	Applicant Declaration/Consent	5	
	Please include 2 references (e.g. Work, Sports Club, Team coach, Trainer or Voluntary work)		
8	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.	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