



March 2026

Everything you need to know about Recognition of Prior Learning (RPL) at the Academy.

Upon enrolment, please submit the following documents to this address:

recognition@idai.ie

- (i) your academic qualifications (we require your Qualification Certificate and a transcript of your qualifications from the educational institution that issued them) and,
- (ii) your creative portfolio.

Once received, our Quality Assurance team will review your qualifications and your portfolio with the Course Programme Leader. This process typically takes up to 10 working days, except in circumstances where academic qualifications are older than five years, when the University of Hertfordshire is required to review and approve your documentation.

Please note: if you do not have an HND level 5 qualification, but you do have a comparable or international level 5 qualification, the Academy will have your qualification assessed and obtain a Statement of Comparability through ENIC, <https://www.enic.org.uk>

There are three possible outcomes from the RPL review process:

1. Your enrolment is formally approved for registration with the University of Hertfordshire.
2. Your enrolment is approved pending receipt of further information, which will be outlined to you. Please note - should further information be required, it must be received by 7 working days before the cohort begins. If we do not receive the information by this date, your enrolment will be transferred to the next cohort intake.
3. Your application is rejected on the grounds that your prior learning does not meet the necessary academic qualifications. If this happens, you will have several options available to you
 - a. the opportunity to transfer to a course that can help you attain the minimum requirements for entry onto the BA (Hons) Degree Top-up programme,
 - b. the opportunity to transfer to a course in a different pathway, or
 - c. a full refund of any fees paid.”

Thank you.