Recognition of Prior Certificated Learning

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: Recognition of Prior Certificated Learning | | | | | |
| Version | Issue Date | Revision Description | Author | Approved By & Date | Next Review Date |
| 1.0 | February 2021 | Revision to formatting | Jess Nicholson |  | February 2022 |

**It is the responsibility of the Course Leader to complete this form on behalf of the student.**  
Before completing this form, please ensure that you have spoken to Enquiries and Admissions, if this application for exemption (transfer of credit) is being made as part of the admissions process.

In addition, please be aware that application for exemption (transfer of credit) may have financial implications for postgraduate students in receipt of postgraduate funding.

|  |  |
| --- | --- |
| **PART 1A: APPLICANT INFORMATION** | |
| **Forename** |  |
| **Surname:** |  |
| **Enrolment number (if known)** |  |
| **Email address:** |  |
| **Course/Award studying or applied to study** |  |
| **Mode of study** | Full time / Part time *(delete as appropriate)* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PART 1B: CERTIFICATED LEARNING** | | | | | | |
| **RPL for Exemption from a module/s** *(please complete where appropriate)* | | | | | | |
| **Module Code** | | **Number of credits** | | **Summary of evidence**  (Level or title of qualification, awarding body, date and grade) | **Assessor use only  Approved Y/N** | |
|  | |  | |  |  | |
|  | |  | |  |  | |
|  | |  | |  |  | |
|  | |  | |  |  | |
|  | |  | |  |  | |
|  | |  | |  |  | |
| **RPL for Exemption from a whole level of study (e.g. year of study)** *(please complete where appropriate)* | | | | | | |
| **Level of study** | **Number of credits** | | **Summary of evidence**  (Level or title of qualification/s, awarding body, date and grade) | | | **Assessor use only  Approved Y/N** |
| 4 |  | |  | | |  |
| 5 |  | |  | | |  |
| 6 |  | |  | | |  |
| 7 |  | |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 2: ASSESSMENT OF RPL CLAIM** The following section is to be completed by the Course Leader or RPL assessor | | | | |
| **Course leader name:** | |  | | |
| **Assessor name:** | |  | | |
| **Date decision made:** | |  | | |
| **Feedback from assessor:** | |  | | |
| **Credit check and classification** | | | | |
| **Level of study:** | **Credits approved:** | | **Number of additional taught credits required:** | **Total credits** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART 3: ADMINISTRATION** The following section is to be completed by the Course Leader or RPL assessor | | | |
| **Result communicated to applicant by:** | Admissions / Course Leader | **Date:** |  |
| **Communication method:** |  |
| **RPL form sent to Student Admin Manager by:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT RECORD ADMINISTRATION**  To be completed by Student Administration Manager | | | |
| **Student record updated by:** |  | **Date:** |  |