Recognition of Prior Experiential Learning

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

**It is the responsibility of the applicant to complete this form, with support from the Course Leader.**

Before completing this form, please ensure that you have spoken to Enquiries and Admissions, the course leader or a RPL adviser.

Please be aware that application for accreditation of learning may have financial implications for postgraduate students in receipt of postgraduate funding.

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| **PART 1A: GENERAL INFORMATION**  The following section is to be completed by the applicant | |
| **Forename** |  |
| **Surname:** |  |
| **Email address:** |  |
| **Course/Award studying or applied to study** |  |
| **Mode of study** | Full time / Part time *(delete as appropriate)* |
| **Telephone Number:** |  |
| **Enrolment number (if known)** |  |

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| **PART 1B QUALIFICATIONS**  The following section is to be completed by all applicants | | | | | | |
| **Award** | **Subject/Unit/Module** | | **Name of school/college/university** | | **Date obtained** | **Result** |
| *E.g. GCSE* | *English* | | *Blackwood Comp* | | *June 1990* | *A* |
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| **PART 1C WORK EXPERIENCE / EMPLOYMENT HISTORY**  The following section is to be completed by all applicants | | | | | | |
| **Company / Organisation name** | **Dates of work experience** | **Job title** | | **Brief summary of the roles and responsibilities** | | |
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| **PART 1D EXPERIENTIAL LEARNING FOR ACCREDITATION** | | | | | |
| **I wish to use Experiential Learning for exemption from a whole level  of study (e.g. year of study): Yes / No** | | | | | |
| **Level of study** | **Number of credits** | **Level learning outcome/s** | **Evidence reference** | **Summary / type of evidence** | **Assessor use only  Approved Y/N and Grade** |
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| **I wish to use Experiential Learning for exemption from a module/s: Yes / No** | | | | | |
| **Module Code** | **Number of credits** | **Module learning Outcome/s** (achievement of these must be evidenced in your submission) | **Evidence reference** | **Summary / type of evidence** | **Assessor use only**  **Approved Y/N and Grade** |
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| **PERSONAL STATEMENT COMPULSORY**  In order to assess the RPL application it is important that you provide a written statement reflecting on the level/module learning outcomes and how your evidence and competencies broadly demonstrate that you have achieved them.  (Recommended maximum limit of 1500 words per 20 credit module) | | | | |
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| **BIBLIOGRAPHY / REFERENCES**  During the creation of this application or whilst gaining your prior learning you may have carried out research, this could be within books, journals online etc make a note of them below to support your application. | | | | |
| **Type of reference, book, journal, online etc** | **Authors name/s** | **Year published or Date accessed** | **Title of book, article or website** | **Page number or Electronic Address** |
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| **PART 1C DECLARATION** *– to be completed by applicant* |
| ☐ The details I have provided in the RPL application form are accurate. |
| ☐ I have included scanned copies of my original qualification certificates. |
| ☐ I have included evidence relevant to the learning outcomes which can be verified as my own. |
| ☐ I have been informed of and understand the additional taught credits required to achieve the award. |
| ☐ I have been informed of and understand how the award will be classified. |
| ☐ I have been informed of and understand that any marks awarded will contribute to the award classification. |
| ☐ I have been informed of the costs associated with this application. |
| ☐ I have a copy of this form. |
| ☐ I have spoken to student finance and understand the impact this may have on my ability to receive funding. |

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| **EVIDENCE LOG**  Putting together an application involves the gathering of evidence. Please log all the evidence you submit here. | |
| **Evidence reference** | **Summary / type of evidence** |
| **Appendix 1** | \*Scanned copies of formal qualifications |
| **Appendix 2** | \*Curriculum Vitae |
| **Appendix 3** |  |
| **Appendix 4** |  |
| **Appendix 5** |  |
| **Appendix 6** |  |
| **Appendix 7** |  |
| **Appendix 8** |  |
| **Appendix 9** |  |
| **Appendix 10** |  |

*\* These are compulsory requirements and must be included within your evidence*

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| **Applicant’s signature:** | |  |
| **Date application submitted:** | |  |
| **OFFICE USE ONLY**  **PART 2 ASSESSMENT OF EXPERIENTIAL LEARNING**  The following section is to be completed by the course leader | | |
| **Course leader name:** |  | |
| **Date application received:** |  | |
| **RPL 1st assessor:** |  | |
| **RPL 2nd Assessor:** |  | |

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| **PART 3 DECISION MAKING**  To be completed by the academic assessing the RPL claim | | | | | |
| **Date decision made:** | |  | | | |
| **Feedback from assessor:** | |  | | | |
| **Credit Check and Classification** | | | | | |
| **Level of study:** | **Experiential Learning credits approved:** | | **Will Experiential Learning marks contribute to award classification?** | **Number of additional taught credits required:** | **Total credits** |
| **4** |  | |  |  |  |
| **5** |  | |  |  |  |
| **6** |  | |  |  |  |
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| **PART 4 ADMINISTRATION**  The following section is to be completed by the RPL adviser/ assessor | | | |
| **Result communicated to applicant by:** |  | **Date:** |  |
| **Communication method:** |  |
| **RPL form sent to Student Administration Manager by:** |  | Date |  |

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| **STUDENT RECORD ADMINISTRATION**  The following section is to be completed by Student Administration | | | |
| **Student record updated by:** |  | **Date:** |  |