**Please confirm that you have read the** [**Student Guidelines**](https://docs.gre.ac.uk/rep/sas/recognition-of-prior-learning-student-guidelines) **on RPL before completing this form by ticking here**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student ID** |  |
| **Correspondence Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Programme Title/Code** |  |
| **Mode of Study** | Full-time | Part-time | Distance Learning |
| **Stage / Year** | Stage | 1 | 2 | 3 | 4 | 5 | 6 | Year | 1 | 2 | 3 |
| **Date of Application** |  |

**DETAILS OF MODULES FOR WHICH EXEMPTION IS BEING REQUESTED:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Credit****Value** | **FHEQ****Level** | **Module Title** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# FOR STUDENTS APPLYING FOR THE RECOGNITION OF PRIOR CERTIFICATED LEARNING

If you are claiming Recognition of Prior Certificated Learning (RPCL) for awards or qualifications already gained, please complete the section below and attach the original certificates or transcript.

To aid the consideration of your claim please also provide the following information/documentation:

* + details about syllabuses, assessment and which components of the award/qualification were successfully completed;
	+ details of any credit awarded for your previous learning;

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of award/****qualification**  | **Grade(s) achieved** | **Name and address of awarding body** | **Where the learning was undertaken** | **Dates and duration of study** | **Mode of study (full time, part-time etc)** | **Credit Points & Level** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Documentation is expected to be in English, so please provide a translation if necessary.**

# FOR STUDENTS APPLYING FOR THE RECOGNITION OF PRIOR EXPERIENTIAL LEARNING

If you are applying for Recognition of Prior Experiential Learning (RPEL), **you must** discuss the exact requirements/evidence base of your application with the Programme Leader/RPL Co-ordinator and agree documentation required and deadlines for submission.

In the first instance, applicants must complete the section below outlining:

* + courses against which the experiential learning might be counted;
	+ an outline of the nature of the experience and its relevance to the University programme;
	+ where the experiential learning took place;
	+ when the learning took place.

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code and Title for which exemption is sought** | **Nature of experience and relevance to University module / programme** | **Where and when the learning was undertaken** | **Supporting evidence**(to be discussed with programme leader/ RPL Coordinator prior to submission) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PLEASE ADD ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR CLAIM BELOW**

**STUDENT DECLARATION**

Please tick below to confirm that:

all the information given in this application is true;

you are the author of any evidence submitted for RPEL assessment;

such experiential learning has not already been used to gain academic credit towards an award at this or another institution;

that to the best of my knowledge and belief I have, where appropriate, observed all copyrights and other rights belonging to other parties.

I understand that the RPEL assessment will need to be seen by various parties in connection with the assessment of content and for other related administrative and academic purposes but I expect that any commercially or professionally sensitive information to be treated in confidence.

Signature:

Date:

**PROGRAMME LEADER/RPL CO-ORDINATOR DECLARATION**

Having considered this application for RPL, I can confirm that:

* RPCL - I have seen the original documentation (certificate/ transcripts/ letter from employers etc.) Authenticated copies, signed by myself, are attached.

AND/OR

* RPEL – this application was assessed by the following (tick as appropriate)

a focussed interview or viva;

a simulation exercise;

a practical demonstration;

diagnostic or written tests emulating the usual assessment;

special assignments;

submission of a portfolio of evidence containing samples of work, a reflective narrative and witness testimony.

**RECOMMENDATION OF PROGRAMME LEADER/RPL CO-ORDINATOR**

1. Exemption to be awarded for the following modules *and the session in which study will occur*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | **FHEQ****Level** | **Credit Points** | **Academic Session** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Exemption NOT to be awarded for the following courses

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Module Title** | **FHEQ****Level** | **Credit Points** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

This claim is rejected in full or part because:

1. Further evidence/information is required before a decision can be made as below.

Name: Date:

Position:

**FACULTY RPL ASSESSMENT BOARD DECISION**

I can confirm that the above recommendation was: (tick as appropriate)

APPROVED

REJECTED

Name of Chair:

Signed: Date:

Where rejected, please provide additional comments below:

**APPROVED MODULE EXEMPTIONS MUST BE SENT TO STUDENT RECORDS FOR CODING IN BANNER**

OFFICE USE: processed by SR OFFICER:

Date: