

**Credit Transfer**

**Recognition of Prior Learning (RPL) for Exemption Form**

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.

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| **Part 1a** General Information – To be completed by **all** applicants | | | |
| Contact details: | | | |
| **Surname:** |  | **Forename:** |  |
| **Enrolment number:** (If known) |  | **Email:** |  |
| **Course/Award studying or applied to study:** |  | **Mode of study:** | (Delete as appropriate) Full time / Part time |

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| **Part 1b** – Certificated learning | | | |
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| **RPL for Exemption from a module/s** | | | |
| **Module Code** | **Number of credits** | **Summary of evidence**  (Level or title of qualification, awarding body, date and grade) | **Assessor use only  Approved Y/N** |
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| **RPL for Exemption from a whole level of study (e.g. year of study):** | | | |
| **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 |  |  |  |

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| Part 2 Assessment of RPL claim |

The following section is to be completed by the course leader or RPL assessor:

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| Receipt of RPL claim | | |  | | |
| **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** |
| **4** |  | | |  |  |
| **5** |  | | |  |  |
| **6** |  | | |  |  |
| **7** |  | | |  |  |

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| Part 3 Administration | | | |  | |
| To be completed by the Course Leader / RPL assessor: | | | | | |
| **Result communicated to applicant by:** | | Admissions / Course Leader | **Date:** | |  |
| **Communication method:** | |  |
| **RPL form sent to Student Admin Manager by:** | |  | **Date:** | |  |
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| Student Record administration | | | | | |
| To be completed by Student Administration Manager | | | | | |
| **Student record updated by:** |  | | **Date:** | |  |