

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



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 and read the accompanying guidance notes, which can be accessed on http://celt.southwales.ac.uk/rpl

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

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| **1b Qualifications** – 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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| **1c Work Experience / Employment History** – 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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| **1d** Experiential Learning for Accreditation |

 *If you have not discussed your RPL application for Accreditation with either Admissions or the course leader please complete an expression of interest form on the RPL website before continuing.* [*https://rplwales.org*](https://rplwales.org)

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| **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** | **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. |
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| **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 1e** Declaration – to be completed by all applicants |
| ☐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 in order to achieve the award. |
| ☐ I have been informed of and understand how the award will be classified. |
| ☐ I have been informed of and understand which marks (Experiential Learning) if any will contribute to the award classification. |
| ☐ I have been informed of the costs associated with this application. |
| ☐ I have a copy of this form. |

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| Evidence Log |
| Putting together an application involves the gathering of evidence, 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** |  |
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\* These are compulsory requirements and must be included within your evidence |
| **Applicant’s signature:** |  |
| **Date application submitted:** |  |
| **Method of submission:** |  |
| OFFICE USE ONLY Part 2 Assessment of RPL claim |

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

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| Receipt of RPL claim |  |
| **Course leader name:** |  |
| **Date application received:** |  |
| **RPL 1st assessor:** |  |
| **RPL 2nd Assessor:** |  |

The following section is to be completed by the academic assessing the RPL claim: **Remember to complete assessment within Part 1d.**

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| Part 3 Decision making |

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| Decision making |  |
| **Date decision made:** | Fail |
| **Feedback from assessor:** |  |

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| Credit check and classification |
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| **Level of study:** | **Experiential Learning credits approved:** | **Will Experiential Learning marks contribute to award classification?** | **Number of additional taught credits required:** | **Total credits** |
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| Part 4 Administration |  |
| 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 |
| To be completed by Student Administration |
| **Student record updated by:** |  | **Date:** |  |