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**STUDENT APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)**

**RPL** for the award of credit: this means that the University will award credit based on an assessment of whether the prior learning of the student means that they have met the relevant learning outcomes for a level or unit of assessment and therefore do not need to develop these through a course of learning. Recognition of Prior Learning may take one of the following forms:

1. **RPCL:** Recognition of Prior Certificated Learning.
2. **RPEL:** Recognition of Prior Experiential Learning, for example for professional experience and/or attendance at professional non-accredited courses.
3. **Advanced Standing:** This enables a student to enter a Course at a later stage than is normal.

**Further information on the criteria for all forms of RPL can be found in the Regulation and Credit Framework for the Conferment of Awards (**[**http://www.canterbury.ac.uk/quality-and-standards-office/regulation-and-policy-zone/regulation-and-credit-framework.aspx**](http://www.canterbury.ac.uk/quality-and-standards-office/regulation-and-policy-zone/regulation-and-credit-framework.aspx)**)**

The Faculty Quality Committee (FQC) is responsible for approving all RPL requests. The application form should be completed by the student and submitted to the FQC by the relevant Course Director / Pathway lead via the FQC Administrator quality.fsess@canterbury.ac.uk

If you have any queries about the RPL process or the suitability of potential students please contact the Faculty Quality Office quality.fsess@canterbury.ac.uk

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## **Part 1:** To be completed by the applicant

## **1.1 Personal details**

|  |  |  |
| --- | --- | --- |
| Full Name (in capitals and underline family name): |  | |
| Previous surname (if applicable) |  | |
| Christ Church Student ID Number (if known): |  | |
| Address: | Postcode: | |
| Telephone Number(s): | **Home:** | **Work/mobile:** |
| E-mail: |  | |
| Place of work (if applicable): |  | |

**1.2 Name of the Course** **and pathway (if relevant) that the application applies to:**

|  |
| --- |
|  |

**1.3 Previous application**

Have you previously applied for/been granted credit exemption for any module or modules on this Course? YES / NO

If YES please provide the details below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of module and  module code (if known) | Credit Value | Date of Application | Result of Application |
|  |  |  |  |
|  |  |  |  |

**1.4 Prior learning**

Give details of the prior learning to be used for this application. The prior learning should have occurred in the last five years.

Complete one or both tables A and B as appropriate.

**Table A. Previous modules and courses (RPCL)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Module/s or Courses | College/university/  Organisation | Year  undertaken | Grade / mark awarded | Credit Value  (if known) | Level  (if known) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

You must submit original copies of official certificates/ transcripts with this form to verify the achievements above.

**Table B. Experience (RPEL)**

In this table summarise the experience(s) you wish to be considered for RPEL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name the professional or work experience | Organisation | Year  undertaken | Credit Equivalent  (if known) | Level  (if known) |
|  |  |  |  |  |

If you have completed this table, you will be contacted by the Course Director / Pathway lead who will inform you of the supporting evidence that you need to provide. This should be determined by the Course/Pathway Director and would normally comprise a portfolio of work and reflective practice that will be examined by the Board of Examiners.

**1.5 Desired outcome of this application**

I wish to use the achievements above to provide me with credits or advanced standing that will count towards my qualification. I therefore wish to receive credits or advance standing for the following modules in the Course:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of module | Module code | Level | Credit Value |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1.6 Confirmation of accuracy by the applicant**

I confirm that all the details provided on this form are correct

**Signature:**

**Date:**

**1.7 Fees:**

**A fee applies if you are applying for the award of credit through RPL, however if you have gained the relevant credits from CCCU you will not be charged.** Sometimes your employer will pay this for you, in which case you will need to obtain the signature of the authorised fund holder.

Please contact Faculty Quality email fsess.quality@canterbury.ac.uk for the current fee.

|  |  |  |
| --- | --- | --- |
|  | Tick and complete (a), (b), or (c): |  |
|  | 1. No fee applies | Enter reason |
|  | 1. I will pay the RPL fee and enclose a cheque payable to ‘Canterbury Christ Church University’ | State amount |
|  | 1. The RPL fee will be paid by a sponsor. | Details of sponsor/authorised fund holder responsible for payment of fees:  Name:  Job Title:  Address for invoicing:    Purchase Order (PO) Number (if needed for payment)  Signature of sponsor/authorised fund holder (alternatively signed letter to the same effect may be provided).  **I confirm that the applicant will be sponsored/funded by my organisation and we will pay the appropriate RPL fee.**  Signed:  Date: |

**1.8 Please return this form to your Pathway / Course Director.**

## Part 2: to be completed by Course / Pathway Director

**2.1 Date application received…………………. By whom…………………………………**

Please provide details of the evidence considered and the justification in assessing this RPL claim.

*(Examples might be an authenticated certificate from a University or An RPEL portfolio, which includes a 1500 - 2000 word academic reflection on prior professional experience in relation to the validated learning outcomes of the module(s), which demonstrates that the validated learning outcomes of the modules have been met)*

*Please attach copies of any original transcripts or certificates submitted by the applicant for RPCL claims. For RPEL claims please attach a copy of the completed marksheet for the RPL portfolio, where appropriate.*

**2.2 Tick one box below.**

|  |  |
| --- | --- |
|  | **RPCL:** I have considered and verified the information the applicant has provided to support this RPCL application. Relevant transcript copies are attached. |
|  | **RPEL:** Members of the Course team have first and second marked the portfolio of evidence (attached). Following review by the FQC the work needs to be sent to the External Examiner. This decision will be presented for confirmation at the next meeting of the Board of Examiners. Relevant documents are attached, including marksheets. ***(Please note that this option may only be ticked where there is an approved variation to the University procedure.)*** |
|  | **Advanced standing**: I have considered and verified the information the applicant has provided to support this application for advanced standing. Relevant documents are attached. |

The total number of RPL credits to be awarded to the applicant is ……. credits at

Level …… and, if applicable, carrying an overall mark of ………. % (or give grade instead if appropriate) within the following Course:

………………………………………………………………………………………………

The following modules in the Course are to be exempted:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of module | Module code | Level | Credit Value |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note: if certain credits are to be RPL’ed in but do not result in a corresponding exemption, enter this across the first three columns and then give the credit value.

|  |
| --- |
| **Signature of Pathway / Course Director:** |
| **Name of Pathway / Course Director:** |
| **Date:** |

## 2.3 To be completed by the Faculty Quality Office

Date application logged to system …………………………………………………………….

FQC date ……………………………………………………………………………………

Decision of FQC**:** approve / reject / additional information required

Signature of FDQ **………………………………………………………………**

## 2.4 To be completed by the Faculty Office: Faculty of Sciences, Engineering and Social Sciences

Date received ……………………………………………………………………………………..

Decision sent to applicant on (date)…………………by……………………………..

Student record updated on (date) ………………….by Faculty Quality Administrator (Data)

**Copy sent to Operations Operations.FSESS@canterbury.ac.uk for invoicing**

**Date copy sent ………………………………………..**