

**FACULTY OF ARTS, HUMANITIES AND EDUCATION**

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

**RPCL:** Recognition of Prior Certificated Learning.

**RPEL:** Recognition of Prior Experiential Learning, for example for professional experience and/or attendance at professional non-accredited courses. The Faculty Director of Quality should be consulted before any portfolio is constructed.

**ADVANCED STANDING:** RPL may also be used to allow you to enter a programme at a later stage than is normal. This is called ‘Advanced Standing’. For example, if you have previously been awarded a CertHE (120 level 4 credits) you could apply to enter an undergraduate degree programme directly into level 5**.** Following completion and review of this form by the Faculty of Arts, Humanities and Education Recognition of Prior Learning Review Panel you should use the standard programme application form following a discussion with the relevant Programme/Pathway Director.

For further information on the types of RPL please refer to the University regulations at <https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework.aspx>

**PLEASE NOTE:**

This application form should be completed and submitted electronically.

This application form must be completed fully and include all relevant supporting/ documentary evidence and signatures as appropriate.

Providing an incomplete form and/or a form without the appropriate evidence may result in a delay in processing your application.

**Part 1: To be completed by Applicant**

**1.1 Personal details**

|  |  |  |
| --- | --- | --- |
| Full Name (in capitals and underline your 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 your programme**

Indicate the name of the programme and pathway (if relevant) that you wish to make this application for. Please ensure you give the correct name.

|  |
| --- |
|  |

**1.3 Previous application**

Have you previously applied for/been granted credit exemption for any module or modules on this programme? YES / NO (please delete as appropriate)

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 that you are using for this application. Your 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. This will allow your application to be directed to the appropriate specialist.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Programme/Pathway Director who will inform you of the evidence that you need to provide. Normally this is 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 to provide me with specific recognition for the following modules in the programme:

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

**1.6 Confirmation of accuracy by the applicant**

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

**Signature:**

**Date:**

**Name of budget holder (for invoicing purposes): Please PRINT NAME**

**Address:**

**Signature………………………………………………………………..Date……………….**

**FEES:**

There is a fee for processing RPL claims. Current fees are as follows:

**RPCL - £ 185 (2023/24 academic year)**

**RPEL - £ 530 (2023/24 academic year)**

There is no fee for an Advanced Standing RPL application.

Sometimes your employer will pay the fee for you, in which case you will need to include the signature of the authorised fund-holder above.

The signature of the budget holder **must** be present on the RPL application form unless the following apply:

* You are self-funding
* You are requesting recognition of previous CCCU credits (see below)
* You are requesting Advanced Standing.

**No claim will be processed until the fee, or other funding arrangement, is confirmed.**

Self-funding students should enclose a cheque made payable to Canterbury Christ Church University.

**1.7 Please submit this form to your Programme Team.**

Date submitted to Programme Team for processing ………………………….

**Part 2: Office Use Only**

**2.1 Date received…………………………… By whom………………………………**

**2.2 To be completed by Programme Director**

**(delete where appropriate)**

**RPCL:** I have checked this application form for accuracy and verified the supporting/ documentary evidence that the applicant has provided to support this RPCL application. I have also completed and submitted mapping of their prior learning to the module learning outcomes they are seeking recognition for. I recommend the credit recognition as detailed below.

**RPEL:** Members of the programme team have first and second marked the portfolio of evidence (attached). Following review by the Faculty of Education Recognition of Prior Learning Panel the work needs to be sent to the External Examiner and the award of credit will be overseen by an appropriate Board of Examiners.

**ADVANCED STANDING**: I have checked this application form for accuracy and verified the supporting/ documentary evidence that the applicant has provided to support this Advanced Standing application. I have also completed and submitted mapping of their prior learning to the stage outcomes they are seeking recognition for. I recommend the credit recognition as detailed below.

*The Programme Director must accurately complete the following (an overall mark is only required for an RPEL application)*

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 programme:

………………………………………………………………………………………………

The following modules in the programme are to be exempted:

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

**Signature of Programme/Pathway Director:**

**Name of Programme/Pathway Director:**

**Date:**

**2.3 To be completed by Faculty Quality Office**

**Date received ...................................................**

**Decision of Faculty of Recognition of Prior Learning Panel approve / reject / additional information**

**on (date)…………………………**

**Date sent to Programme Director and Academic Administration .................................................**

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

**2.4 To be completed by Academic Administration**

**Date received ……………………………………………**

**Student record updated on (date) ……………………….by………………………….**

Appendix Table 1

**Mapping Template for Advanced Standing**

This document should be completed by an Admissions Tutor or Programme Director and submitted to the Faculty RPL for consideration.

Recognised UK University Award

(For international see table 2)

Please provide full details of the applicant’s award, including awarding body.

|  |
| --- |
|  |

Please note: the mapping should demonstrate clearly how the content of the imported award aligns with the relevant stage of the CCCU programme. Please do not just include lists of learning outcomes and expect the Panel to work it out.

|  |  |  |
| --- | --- | --- |
| Module Content of the CCCU stage the for which the student is requesting Advanced Standing | Module Content in the student’s award. | Comments |
|  |  |  |

**Table Appendix 2. Mapping Template for Advanced Standing**

This document should be completed by an Admissions Tutor or Programme Director and submitted to the Faculty RPL Panel

International institution or a Non-UK University award (eg an International University or from a non-HE awarding body, like Pearson)

Please provide full details of the applicant’s award, including awarding body, language of tuition, and any authoritative guidance from the UK’s National Agency for the Recognition and Comparison of International Qualification and Skills (NARIC). If module titles and/or Learning Outcomes are available, these should be specified.

|  |
| --- |
|  |

Please note: the mapping should demonstrate clearly how the Learning outcomes of the imported award aligns with the relevant stage of the CCCU programme. Please do not just include lists of learning outcomes and expect the Panel to work it out.

|  |  |  |
| --- | --- | --- |
| Learning Outcomes of the stage (or modules within the stage) for which the the student is requesting Advanced Standing. | Learning outcomes of the student’s award. | Comments |
|  |  |  |

Appendix Table 3

**Mapping Template for Recognition of Prior Certificated Learning**

This document should be completed by an Admissions Tutor or Programme Director and submitted to the Faculty RPLfor consideration. Evidence can be mapped to level or module learning outcomes.

Please provide full details of the applicant’s award, including awarding body.

|  |
| --- |
|  |

Please note: the mapping should demonstrate clearly how the Learning outcomes of the student’s credits/modules align with the learning outcomes of the CCCU modules. Please do not just include lists of learning outcomes and expect the Panel to work it out.

|  |  |  |
| --- | --- | --- |
| Learning Outcomes of the CCCU credits for which the student is requesting RPCL | Learning Outcomes achieved in the modules/credits held by the student | Comments. |
|  |  |  |