

**RECOGNITION OF PRIOR LEARNING (RPL) APPROVAL FORM FOR ALL TAUGHT PROGRAMMES**

**Instructions for completion**

This form should only be used for the following categories of students/applicants:

1. **in the process of applying for a taught programme at the University of Winchester**
2. **already enrolled on a taught programme or MPhil/PhD \* at the University of Winchester C applying to or already enrolled on a taught programme with a Collaborative Partner**

*MPhil/PhD students applying for complete exemption from the Postgraduate Certificate in Research Skills (rather than advanced standing for part of the Certificate) should use the ‘Application Form for Exemption from the Postgraduate Certificate in Research Skills’ available from the Programme Leader.*

Please note that students transferring from one University of Winchester programme to another should complete the Internal Programme Transfer form instead. The Programme Leader for the **receiving programme** should ensure that arrangements for credit transfer, if applicable, have been indicated (ie number/level of transfer credits; award calculation method if non-standard) on the Internal Programme Transfer form and that the student is fully aware of these, before the form is submitted to Registry.

## This form should be completed by the RPL assessor for the programme (usually the Admissions Tutor or Programme Leader) **within 10 days of receipt of the application**. In the absence of the usual RPL assessor, the form should be forwarded to another suitably qualified member of staff for completion within the above timeframe.

If further information is required before a recommendation can be made, please contact the applicant/ student directly and request this. The form should then be completed within 10 days of receipt of the additional information.

Once the form is completed, it should be signed and passed to the University’s Head of Department for approval and signature. For Collaborative Partners, the form should be endorsed by the University of Winchester Academic Liaison Officer for the Partner Institution before being passed to the appropriate Head of Department for approval and signature.

**If the RPL application is approved:**

In the case of **Category A** applicants, the RPL Assessor shall send the form and supporting documentation:

* to Admissions (Communications and External Relations), who will communicate the decision to the applicant; and
* a copy to the Programme Administrator.

In the case of **Category B** applicants, the RPL Assessor shall send the form and supporting documentation:

* to Registry (who will communicate the decision to the student); and
* a copy to the Programme Administrator.

In the case of for **Category C** applicants, the Collaborative Partner’s RPL Assessor shall send the form and supporting documentation:

* to Registry, together with a copy of the letter to the applicant/student; and
* a copy to the Programme Administrator at the Collaborative Partner; and
* ensure that the decision is communicated to the applicant/student and the details are entered on the Collaborative Partner’s student records system.

**If the RPL application is rejected, the RPL Assessor shall give reasons for the decision, which shall be included in the letter to the RPL applicant.**

**RPL APPROVAL FORM FOR ALL TAUGHT PROGRAMMES**

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| --- | --- | --- | --- | --- |
| **Name** |  | | **Student ID Number**  *(where appropriate)* |  |
| **Programme** |  | | **Mode of Study** | FT / PT |
| **Is the RPL applicant**  *(please deleted as appropriate)* | | 1. in the process of applying for a taught programme at the University of Winchester 2. already enrolled on a taught programme or MPhil/PhDat the University of Winchester 3. applying to or enrolled on a taught programme with a Collaborative Partner | | |
| **Is the RPL application**  *(please deleted as appropriate)* | | based on certified learning only based on experiential learning only  based on a mixture of both certified & experiential learning | | |
| **Please list the supporting evidence provided**  *(eg transcript, certificate, portfolio, programme specification, syllabus etc)* | |  | | |

**SECTION A:**

To be completed for all applications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please detail the UoW modules you are proposing the applicant be exempted from studying and whether this decision is based on certified or experiential learning in each case** | | | | |
| **Module code** | **Module Title** | **Credits** | **Level** | **Certified or Experiential** |
|  |  |  |  |  |
| **Please give a brief summary of the rationale for the above recommendation(s).**  *If no modules are proposed for exemption or you are proposing to exempt fewer modules than the applicant has requested, please include a rationale for this in order to provide feedback to the applicant.*  *If the rationale includes a recommendation for the student to complete additional work to be marked and moderated, please give details of the work together with the deadlines for submission / confirmation of result.* | | | | |
|  | | | | |
| Is the prior learning more than 5 years old? **Yes / No**  *(please delete as appropriate)* | | | | |

**Please note that if the prior learning is more than 5 years old and the response to a) and b) above is**

**‘no’, then the learning cannot be RPLed.**

**Yes / No**

**Yes / No**

is the learning still relevant and does it meet the Learning Outcomes?

has the applicant demonstrable evidence of continuous application, updating and relevance to their practice and the award sought?

a)

b)

If ‘**Yes’**:

**SECTION B:**

This section is to be used for any part of the application based on prior ***certified*** learning.

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| --- | --- |
| **Mapping of Aims and Learning Outcomes (LOs)**  *Applications are required to demonstrate a close fit between credit already obtained and the UoW modules for which exemption is sought. Please map the learning outcomes of the UoW modules listed above against the learning outcomes of the modules the applicant has already successfully completed.*  *Please list the LOs in both columns - using A, B etc for learning achieved elsewhere and a) b) in the 2nd column) and indicate which UoW learning outcomes are met by adding the appropriate capital letter to the end of the LOs listed in the 2nd column* | |
| **Learning outcomes achieved at level 4** | **Level 4 learning outcomes of UoW programme** |
| A. | a) |
| **Learning outcomes of modules successfully studied at levels 5, 6, 7 as appropriate** | **Learning outcomes of UoW modules at levels 5, 6, 7 as appropriate** |
| A. | a) |

**SECTION C:**

This section is to be used for any part of the application based on prior ***experiential*** learning

**Mapping of Aims and Learning Outcomes**

*Applications are required to demonstrate a close fit between the applicant’s prior experience and UoW modules for which exemption is sought. Please map the learning outcomes of the UoW modules listed above against the prior experience of the applicant. It is not enough to say that the applicant’s experience means that he/she has met the learning outcomes of the modules. Nor is it sufficient to state that the applicant ‘knows’ each learning outcome.* ***Evidence*** *must point to practical experience meeting each learning outcome.*

*Please list the LOs in both columns - using A, B etc for learning achieved elsewhere and a) b) in the 2nd column) and indicate which UoW learning outcomes are met by adding the appropriate capital letter to the end of the LOs listed in the 2nd column*

|  |  |
| --- | --- |
| **Evidence of successful learning related to the learning outcomes of UoW modules** | **Learning outcomes of UoW modules** |
| A. | a) |

**SECTION D:**

To be completed for all applications

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| --- | --- | --- |
| **Does the credit to be awarded equal or exceed the equivalent of one or more years of study on the intended programme?** | | Yes / No |
| **If Yes, please state how many years should be deducted from period of registration?**  (If No, please write ‘N/A’)  (for example, 60 CATS (30 ECTS) credits would be equivalent to half a FT year of study on an undergraduate programme but one full year of PT study on an undergraduate or postgraduate programme so no years would be deducted for a FT student but one year would be deducted for a student on a PT undergraduate or postgraduate programme. | |  |
| **Will the credited RPL affect the calculation for award:** | | Yes / No |
| **If Yes, how should the award be calculated** *(please contact Registry for advice if you are unsure)* |  | |

**SECTION E: APPROVAL**

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| --- | --- | --- | --- |
| **Recommended by RPL Assessor at University or Collaborative Partner Institution** | | | |
| **Signature** |  | | |
| **Name** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Endorsed by University of Winchester Academic Liaison Officer (for Collaborative Partner Institution only)** | | | |
| **Signature** |  | | |
| **Name** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by University Head of Academic Department** | | | |
| **Signature** |  | | |
| **Name** |  | **Date** |  |

**Office Use Only**

|  |  |
| --- | --- |
| **To be completed by Admissions/Registry/Collaborative Partner as appropriate (see page 1 for details)** | **Date actioned & initialled** |
| Letter sent to applicant/student confirming outcome (from Registry or CER only) and cc to PL and Programme Administrator |  |
| Applicant’s SITS record coded ‘C’ (CER staff only) |  |
| Original form and all original supporting documentation forwarded to Registry (this will be scanned and retained in SITS by Registry staff) |  |
| Credit details entered on SITS and Collaborative Partner’s Records System |  |

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