

**APPLICATION FOR RECOGNITION OF PRIOR LEARNING**

**Faculty of Medicine, Health and Social Care**

**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.

**ADVANCED STANDING:** RPL may also be used to allow applicants to enter a course at a later stage than is normal. This is called ‘Advanced Standing’. For example, if an applicant has previously been awarded a CertHE (120 level 4 credits) they could apply to enter an undergraduate degree course directly into level 5. Following completion and review of this form by the Faculty Quality Sub-Committee (FQSC) applicants should use the standard course application route following a discussion with the relevant Course Director.

For further information on the types of RPL please refer to the University regulations:  
[Taught Regulations (canterbury.ac.uk)](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/taught-regulations.aspx)

For further information, please refer to the FMHSC RPL Policy & Procedures document available on the webpages: [Recognition of Prior Learning (canterbury.ac.uk)](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/recognition-of-prior-learning.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 (electronic signatures are acceptable).

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

**1.1 Personal Details** To be completed by the applicant:

|  |  |  |
| --- | --- | --- |
| 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): |  | |
| Name of your course  Indicate the name of the course and route (if relevant) that you wish to make this application for. Please ensure you give the correct name. |  | |

**1.2 Previous Application** To be completed by the applicant:

|  |  |  |  |
| --- | --- | --- | --- |
| Have you previously applied for/been granted credit exemption for any module or modules on this course? | YES / NO  (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 |
|  |  |  |  |
|  |  |  |  |

**1.3 Prior Learning Completed** To be completed by the applicant

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 Table B, you will be contacted by the Course 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.

**1.4 Desired outcome of this application** To be completed by the applicant:

|  |  |  |  |
| --- | --- | --- | --- |
| I wish to use the achievements to provide me with specific recognition for the following modules in the course | | | |
| Name of module | Module code | Level | Credit Value |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| If this is an application for Advanced Standing (entire level/year of study), please tick this box: |  |

**1.5 Fees**

There is a fee for processing RPL claims. There is no fee for Advanced Standing claims. There is no fee for credits earned at CCCU.

Sometimes your employer will pay this for you in which case you will need to obtain the signature of the authorised fund-holder on the application form, below at the time of application.

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

Please see the webpages for current fees information:

[Recognition of Prior Learning (canterbury.ac.uk)](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/recognition-of-prior-learning.aspx#:~:text=The%20recognition%20of%20prior%20learning%20%28RPL%29%20is%20a,of%20study%20later%20than%20the%20normal%20entry%20point%3B)

Payment details will be provided, if your application incurs fees to pay.

Budget holder (for invoicing purposes if there is a fee to pay):

|  |  |
| --- | --- |
| Name of budget holder |  |
| Address |  |
| Signature |  |
| Date |  |

**1.6 Marks and Regulations**

The full Regulations for Taught Awards 23-24 can be found online: [Regulations-for-Taught-Awards-23-24.pdf (canterbury.ac.uk)](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Regulations-for-Taught-Awards-23-24.pdf) Recognition of Prior Learning (Section 12, page 31):

No University credit will be awarded for Advanced Standing.

No marks from the imported Advanced Standing award will be used by the University for the classification of any award.

The University will award credit as the result of the successful RPEL.

Where RPCL is used, marks or grades are not used for the classification of student performance, except where Additional Course Regulations have been agreed by the Academic Board.

The mark from imported credit by RPCL cannot be used unless specified in Additional Course Regulations.

**1.7 Confirmation of Accuracy**

|  |  |
| --- | --- |
| **I confirm that all the details I have provided on this form are correct and that I have understood the conditions of RPL as given in the Regulations for Taught Awards and any Additional Regulations for the course/s involved:** | |
| Signature of Applicant |  |
| Date |  |

Applicants, please return this form to your Course Director for approval once complete.

|  |  |
| --- | --- |
| Application approved by Course Director to proceed to FQSC: |  |
| Date: |  |

Although we always endeavour to process RPL claims quickly, please note that Course Directors and Applicants may not hear back about the status of applications immediately during busier periods.

We will ensure all approved RPL credits are processed in time for appropriate progression and award, whenever applications (and portfolios if applicable) have been received according to relevant deadlines.