**Request for the Award of**

**Recognition of Prior Learning (RPL) or**

**Transfer of Credit**

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| ***What is Transfer of Credit?*** Where a student has achieved credits on a previous Access to HE Diploma (Diploma), even if this was with a different Access Validating Agency (AVA) then you can apply for that credit to be transferred to the Diploma they are currently studying. If this credit is found to be relevant to the requirements of the current Diploma then the credits will be transferred. **Units achieved in this way are shown as graded.** **What is *Recognition of Prior Learning (*RPL)?**RPLis the generic term for processes used to recognise learning achieved outside the formal course of learning designed to support student achievement of a named Diploma. It includes recognition of both experiential and certificated learning. See below for further details on the 2 types of RPL.***Accreditation of Prior Certificated Learning (APCL)*** is the process through which previously assessed and certificated learning is recognised as demonstrating achievement. This achievement is deemed to be equivalent to that required to achieve one or more units of a named Diploma. As the previous learning has already been certificated, no credit is awarded, but students are exempted from the achievement of credit to a value judged by Skills and Education Group Access to be equivalent. ***Accreditation of Prior Experiential Learning (APEL)*** is the process by which non-certificated learning achieved in a range of learning contexts is recognised as demonstrating learning equivalent to that needed to achieve one or more of the units required for the award of a named Diploma. As part of a request for RPL, a student presents evidence from previous certificated learning or work experience, which is then assessed against the learning outcomes of the unit/s being claimed. If the evidence satisfies the requirement of the learning outcomes of the unit, the unit is considered to be recognised and the student is exempt from the assessment of this unit. **Units achieved in this way are not graded.** Credits awarded by RPL and/or Transfer of Credit **must not exceed 50%** of the credits required for the achievement of the Access to HE Diploma and is Diploma specific (maximum 30 credits). Please check that RPL is applicable within the Rules of Combination for this Access to HE Diploma. **Not all Diplomas accept RPL or Transfer of Credit**RPL and Transfer of Credit **must not** be used:* Where a student does not yet have evidence of the achievement of learning (e.g. for a qualification being taken concurrently with the Access to HE Diploma)
* As a mechanism applied late in a course as a remedy for a student not achieving sufficient credits to be awarded a diploma.
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| **Does the Diploma allow for RPL or transfer of credit? If so you can use the flow chart below to determine which section of the form to complete.**Do you have the certificate/transcript?ExperienceCertified prior achievementIs the basis for the request certified prior achievement or experience for example via work?Do you have evidence of the work experience and specifically how the work experience matches the learning objectives of the unit(s) you are applying to have credited? NoYou cannot apply for approvalNoYesYesIs this achievement from the last 5 years? NoYes Is the achievement from a different level 3 qualification? You may complete the approval request form below for APEL of up to 30 credits. You must have the evidence of the experience and the mapping against each of the learning outcomes to send us.NoIs this achievement from an Access to HE Diploma?YesNoYou may complete the approval request form below for APCL of up to 30 credits. You must have the certificate to send as well as the learning outcomes.You may complete the approval request form below for Transfer of Credit of up to 30 credits. If the award was made by a different AVA you must have the certificate to send as well as the learning outcomes.Yes |

The application form must be received by Skills and Education Group Access no later than **12 weeks** from the start date of the course.

Accompanying documents to support the application must be attached eg:

(a) certified copies of original certificates

(b) an original letter from an employer detailing the mapping of work experience to the units presented for exemption,

(c) evidence of previous and new assessments if repeating a unit.

By presenting the form the tutor and internal moderator are agreeing that the evidence supplied meets the requirements for RPL or Transfer of Credit.

***Please note:***

* That there is a £50 fee for each student request and you will be issued an invoice for this by our finance team.
* Where applications are made after 12 week deadline the fee is £100. Please note that fees are payable whether or not the application is successful, if you fail to include the required evidence or details in the first application a further fee may be payable to consider the application again when this has been provided.
* Applications made after 26 weeks of the start of the course are subject to Approval by the Skills and Education Group Access to HE Committee. **Applicants should be made aware that approval is not guaranteed**.

**Request for RPL or Transfer of Credit Form**

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| --- | --- | --- | --- |
| **Centre:** |  | **Diploma:** |  |
| **Booking Reference:** |  | **Start date:** |  | **End date:** |  |
| **Student Number** |  | **Student Name** |  | **Date of Birth** |  |
| **Type of Request - Please place an X next to the process(es) you applying for;** |
| **APCL:** Accreditation of Prior Certificated Learning  |
| **APEL:** Accreditation of Prior Experiential Learning |
| **Transfer of Credit** |
| **Reason/Rationale for Request** |
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Please complete the following boxes to a maximum of 30 credits *(add rows if required)*

**Units you are applying to have exempted;**

| **Skills and Education Group Access Unit Title to be exempted** | **Unit Code** | **Level** | **Credit Value** |
| --- | --- | --- | --- |
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For APCL and Credit Transfer please give below details of the specific units/modules you are requesting be considered as evidence of prior certificated learning for each of the units above. You must attach the certificate(s) or transcripts and also evidence of the learning outcomes achieved which are relevant to this application. You must state below or attach separately your rationale for how these satisfy the specific learning outcomes of each of the units you are attempting to exempt.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Signature** |  | **Date** |  |
| **Tutor Signature** |  | **Date** |  |
| **IM Signature** |  | **Date** |  |

**For Skills and Education Group Access Use:**

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| --- | --- | --- | --- |
| Date received: |  | Date passed to Head of Access to HE or Deputy: |  |
| Within 12 weeks of start of course? |  |  |  |
| Pass to Access to HE Committee for consideration (after 26 weeks)? |  |  |  |
| Date of consideration by Head of Access to HE:  |  | Decision: | Approved | Declined |
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| Satisfactory documentary evidence received (delete as applicable): | Yes | No | Data confirmed on AMS/Creatio where applicable match? | Yes | No |
| Action Required if No: |

|  |  |
| --- | --- |
| Signature of Head of Access to HE or Deputy:  |  |
| Date: |  |
| Date of Access to HE Committee for Approval (beyond 26 weeks): |  |
| Date of confirmation letter sent to the student via the Centre: |  |