

Application for Recognition of Prior Learning (RPL) or Transfer of Credit

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)?

RPL is 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 recognised, and the student is exempt from the assessment of this unit.

Units achieved in this way are not graded.

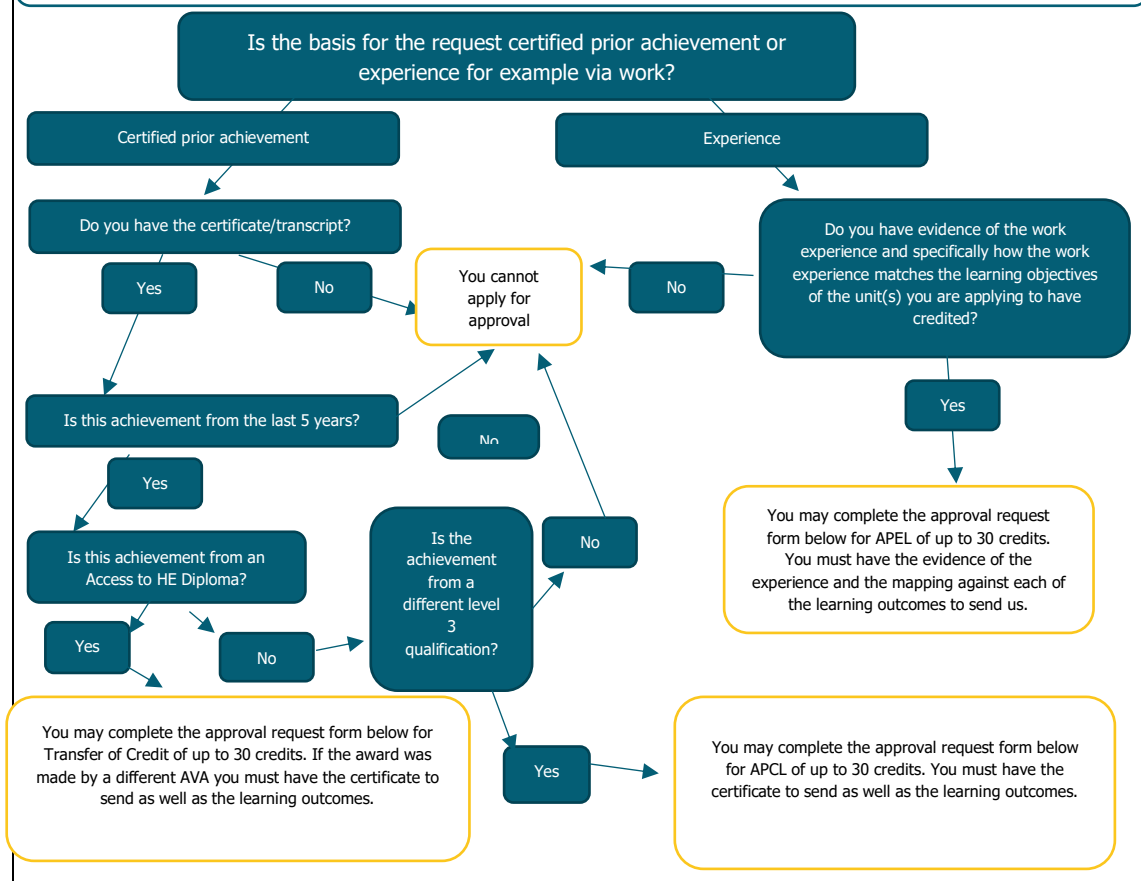
Credits awarded by RPL and/or Transfer of Credit **must not exceed 50%** of the credits required for the achievement of the Access to HE Diploma and is Diploma specific (maximum 30 credits). Please check that RPL is applicable within the Rules of Combination for this Access to HE Diploma.

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.

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.



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 (include unit transcript)
- (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 the application is successful or not, 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

Centre:		Diploma:	
Run ID (from Quartz):		Start date:	End date:
Student Number (from Quartz):		Student Name:	Date of Birth:
Type of Request - Please place an X next to the process(es) you are applying for;			
APCL: Accreditation of Prior Certificated Learning			
APEL: Accreditation of Prior Experiential Learning			
Transfer of Credit			
Reason/Rationale for Request			

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

For APCL please give below details of the specific units you are requesting to be considered as evidence of prior certificated learning for each of the units above. You must attach the certificate(s) or transcripts and 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.

For Credit Transfer, please provide details of the units, and credits that the student has completed but have not been certificated for.

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Student Signature		Date	
Tutor Signature		Date	
IM Signature		Date	

For Skills and Education Group Access Use:

Date received:		Date passed for approval:			
Within 12 weeks of start of course?					
Passed to Access to HE Committee for consideration (after 26 weeks)?					
Date of consideration:		Decision:	Approved	Declined	
Satisfactory documentary evidence received (delete as applicable):	Yes	No	Data confirmed on Quartz where applicable match?	Yes	No
Action Required if No:					

Signature of approvee:	
Date:	
Date of Access to HE Committee for Approval (beyond 26 weeks):	
Date of confirmation letter sent to the student via the Centre:	