**RECOGNITION OF PRIOR EXPERIENTIAL LEARNING (RPEL) APPLICATION FORM**

**This form must be completed where an individual wishes to claim credit for experiential learning and should be completed in consultation with the Academic Mentor or Recognition and Accreditation of Learning (RAL) Adviser.**

Credit for experiential learning may be gained from a variety of sources, for example, within the workplace, from training courses that the individual has completed but which are not certificated, through experience in voluntary work, or by individual study. Credit, once awarded, is not distinguished by its source. Experiential learning can lead to either specific or general credit. It is normally possible to recognise up to two thirds of a programme by awarding academic credit for prior experiential learning.

The full regulations for the Recognition of Prior Experiential Learning (RPEL) can be found in the Recognition of Prior Learning (RPL) Policy at:

<https://www.uwtsd.ac.uk/about/academic-office/academic-quality-handbook>

**Application Process**

You should complete sections 1 to 3 of the form and arrange for your Academic Mentor or RAL Adviser to complete section 4. Applications from the University’s Structural or Collaborative partner institutions will require additional recommendations from a member of staff from the Professional Practice Framework Team in the Institute of Management and Health and the relevant Partnership Team Leader.

Before completing section 3, please ensure that you read the guidance notes located on the Moodle page ‘PL3b Recognition of Prior Experiential Learning’ at: <https://moodle.uwtsd.ac.uk/course/view.php?id=8602>

* For claims relating to **Specific Credit**, in section 3 of this form, you should provide details of the prior experiential learning with explicit reference to how the learning outcomes of each module for which credit is claimed have been met.
* For claims relating to **General Credit** over 40 Credits, you should register on the Recognition and Accreditation of Learning (RAL) module in consultation with your RAL Adviser and in section 3 of this form, provide a summary of the portfolio of evidence and reflective essay evaluating the learning that has been achieved.

To comply with data protection legislation, you must anonymise personal and sensitive data within your portfolio of evidence. According to the Information Commissioner's Office, personal data is information that relates to an identified or identifiable individual which could include a name, home address, identification number or an IP address. Special category data (sensitive data) is personal data that needs more protection because it is sensitive. Examples of this type of data include race, ethnic background, political opinions, religious beliefs, trade union membership, genetics, biometrics, health and sex life or orientation. Further information can be found at: <https://ico.org.uk/>

Your claim must be supported by a letter or email of support from an employer or appropriate alternative. This must be on official headed notepaper of the organisation concerned or presented on an email that shows it has been sent by the author from the official domain name of the author's organisation.

|  |
| --- |
| 1. **APPLICANT DETAILS**
 |
| Name: |  |
| Student number (if applicable): |  |
| Address: |  |
| Telephone number: |  |
| E-mail address: |  |
| Programme of study applied for OR registered (if current student): |  |
| Level of study of entry (if not a current student): |  |
| Award title (e.g. BA, Diploma): |  |
| Institute/Academic Discipline/Centre: |  |
| Campus: |  |
| Employer details (for Apprentices only): |  |

|  |
| --- |
| **2. ACADEMIC MENTOR / RAL ADVISER** |
| Name: | Institute: |
| Designation: **ACADEMIC** **MENTOR / RAL ADVISER** (delete as appropriate):  |

|  |
| --- |
| 1. **DETAILS OF EXPERIENTIAL LEARNING FOR WHICH CREDIT IS CLAIMED** **(the text box below is expandable)**
 |
| Total number and level of credits of experiential learning claimed (e.g. 120 credits at Level 4 and 60 credits at Level 5): |  | Portfolio of evidence submitted (please tick): |  |
| Details of module code(s) and title(s) (if applicable): |  | RAL Module successfully completed (if applicable) (please tick): |  |
| Total fee payable (at £5 per credit awarded) (if applicable): |  | Confirm payment has been made (if applicable) (please tick): |  |
| *TO BE COMPLETED BY THE APPLICANT**Before completing this section, please ensure that you read the guidance notes located on the Moodle page ‘PL3b Recognition of Prior Experiential Learning’ at:* [*https://moodle.uwtsd.ac.uk/course/view.php?id=8602*](https://moodle.uwtsd.ac.uk/course/view.php?id=8602)*For claims relating to Specific Credit, please provide details of the prior experiential learning with explicit reference to how the learning outcomes of each module for which credit is claimed have been met (see the RPL Policy for further details)*.*For claims relating to General Credit, please provide a summary of the portfolio of evidence and reflective essay evaluating the learning that has been achieved (see the RPL Policy for further details)*. |
| **3.1 Supporting Evidence** |
| *Please list and reference the supporting evidence in your portfolio.* |
| **By typing your name in the box below you are signing this form electronically.** |
| **Signature:**  | **Date:** |

**Once you have completed the above sections, you should ask your Academic Mentor/RAL Adviser to complete section 4 below who will then submit your application to the Academic Office to be considered at the next meeting of the RPEL and Accreditation Board.**

|  |
| --- |
| **4. STATEMENT FROM ACADEMIC MENTOR OR RAL ADVISER** |
| **(the text box below is expandable)** |
| *For claims relating to Specific Credit, the Academic Mentor should firstly hold a professional discussion with the applicant. Following this, they should comment on the portfolio of evidence, evaluate the applicant’s prior experiential learning and recommend whether the applicant’s learning may be recognised in terms of equivalence to the module(s) for which credit is claimed (the Academic Mentor role is described in the RPL Policy).**For claims relating to General Credit, the RAL Adviser should firstly hold professional discussions with the applicant. Following this, they should comment on the portfolio of evidence and the reflective essay evaluating the learning that has been achieved in relation to the volume and level of credits claimed (the RAL Adviser role is described in the RPL Policy).* |
| **By typing your name in the box below you are signing this form electronically.** |
| **Signature:** | **Date:** |