

Application Form for Recognition of Prior Certificated Learning (RPCL)

The University's Recognition of Prior Learning procedures exist to enable applicants and students to claim credit for learning that has been previously assessed and certificated. Such credit may be used to gain entry to a programme, exemption from parts of a programme or advanced standing towards an academic award.

Regulations for the Recognition of Prior Certificated Learning (RPCL), including maximum credit transfers can be found in Chapter 6 of the Academic Quality Handbook and in the Recognition of Prior Learning (RPL) Policy, available at www.uwtsd.ac.uk/academic-office/academic-quality-handbook.

It is recommended that you discuss your intention to apply for RPCL with the relevant UWTSD Programme Manager or Admissions Tutor before completing this form. This form must be completed as part of the admissions process, in addition to completing the UCAS/UWTSD application form. Please ensure that you have applied for the correct level of entry on your UCAS/UWTSD application form.

- **Students applying for direct entry to Level 5 or 6 of an undergraduate award, or Part II of a postgraduate taught award must complete sections 1, 2, 3 and 5** of this form, with guidance from the relevant UWTSD Programme Manager or Admissions Tutor.
- **Students applying for credit for individual modules only must complete sections 1, 2, 4 and 5** of this form, with guidance from the relevant UWTSD Programme Manager or Admissions Tutor.
- **The Programme Manager or Admissions Tutor** for the UWTSD programme to which the applicant is applying **must complete section 6**.

Please ensure that:

- All relevant sections of this form are completed, signed and dated;
- Evidence of the certificated learning is provided, including transcripts that show the final marks awarded;
- Where evidence is in a language other than English or Welsh, a translation of the evidence is also provided;
- All prior learning that is to be considered is included on the form, whether this was completed at one or a number of institutions.

Please note that retrospective applications for the Recognition of Prior Learning are not normally allowed.

This form should either be completed electronically using Adobe Acrobat Reader, or if you wish to complete the form by hand, please complete in BLOCK CAPITALS and use black ink.

Section 1: Applicant Details	
UWTSD Applicant Number	
Applicant Name	
Date of Birth (DD/MM/YYYY)	
Contact Address (to include post code)	
Contact Telephone Number	
E-mail address	

Evidence of prior certificated learning

Please list the supporting documents that you are providing with this form

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Section 2: Programme of Study applied for

Title of Award and Programme of Study (e.g. BSc Civil Engineering)	
Level of entry (4, 5, 6 or 7)	
Intake (MM/YYYY)	
Campus	
Mode of attendance (Full-time/ Part-time)	

Section 3: Details of Prior Certificated Learning - students applying for direct entry and exemption from an entire level or levels of a programme should complete this section

Name and address of awarding body or professional, statutory or regulatory body	
Title(s) of the qualification(s) relating to prior learning	
Level of qualification(s) completed (e.g. 4, 5, 6, 7)	
Start date	
End date	
Total number of credits awarded (UK credit or UK equivalent) for which RPCL is sought	

Section 4: Details of Prior Certificated Learning - students applying for exemption from individual modules (not an entire level or levels of a programme) should complete this section

Name and address of awarding body or professional, statutory or regulatory body	
Title(s) of the qualification(s) relating to prior learning	
Start date	
End date	
Total number of credits awarded (UK credit or UK equivalent) for which RPCL is sought	

Please indicate below which UWTSD modules you think you are exempt from because of your prior learning with reference to the modules that you have completed and the credits you have been awarded.

UWTSD module for which exemption is sought			Module completed		
UWTSD module title	Level (e.g. 4,5,6,7)	Number of credits	Title of completed module	Level of credit awarded (e.g. 4,5,6,7)	Number of credits awarded

Section 5: Applicant Statement

This statement should include reflection on the appropriateness of the prior certificated learning in relation to the programme of study applied for and justification for the claim, with reference to the programme / module aims and learning outcomes.

Signature

By typing your name here, you are signing this form electronically

Date

Section 6: Programme Manager / Admissions Tutor's recommendation

Following an evaluation of the applicant's prior certificated learning, the Programme Manager / Admissions Tutor must decide whether the applicant's learning may be recognised in terms of equivalence to the level(s) of the programme / module(s) for which credit is sought. The learning outcomes should be mapped to the new programme and appropriate credits given.

Programme Managers / Admissions Tutors should specify for which of the level(s) / modules of the programme applied for, they recommend the applicant be awarded credit. They should also provide details of any modules for which credit is sought that they recommend the applicant be required to undertake at UWTSD.

Name of Programme Manager/ Admissions Tutor	
Position	
Signature <i>By typing your name here, you are signing this form electronically</i>	
Date	

Once completed, please forward this form and any accompanying evidence for approval to admissions@uwtsd.ac.uk.