Application form for Recognition of Prior Learning (RPL)

or a combination of Prior Learning (RPL) and Prior Credit (RPC)

Before completing this form, please read the Guidance for completing the recognition of prior credit at the end of this form and, if any further help is required, contact the Admissions Office at admissions@surrey.ac.uk (applicants) or the Programme team (current students) to schedule a meeting or consultation with a relevant member of academic staff. To contact the Programme team, please use the ‘Ask a question’ tab on the [Surrey Support portal](https://support.surrey.ac.uk/). Choose the ‘My Surrey Hive Team’ and your query will then be allocated to the relevant administrator.

**SECTION A. Details of RPC claim (to be completed by the applicant/student)**

**A1. Personal and programme information**

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| --- | --- | --- | --- | --- | --- |
| First name and Surname |  | Applicant ID/ Student URN |  | Date of submitting this form\* |  |
| Programme title (in full) |  |
| Your start date (or intended start date) |  | Mode of study (Full-Time / Part-Time) |  | Programme Leader name (if known) |  |

\*by submitting this claim, you confirm that this is your own work; the University reserves the right to use any existing mechanisms to detect possible plagiarism (for example, Turnitin UK).

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| **If you are requesting the credit exemption for:** * **individual modules: complete section A2.**
* **entire level(s) of study: complete section A3.**
* **entire level of study + individual module(s) for another level of study: complete sections A2 and A3.**
 | **Once completed, send this form and scanned (electronic) copies of any relevant evidence to support your claim to:*** **All applicants:** admissions@surrey.ac.uk
* **Current students:** Please use the ‘Ask a question’ tab on the [Surrey Support portal](https://support.surrey.ac.uk/). Choose the ‘My Surrey Hive Team’ and enter your URN and RPC/RPL application in the subject title.
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**A2. Requesting RPC against prior academic credit for individual modules (add additional rows if required):**

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| **Module(s)/Level for which exemption is requested\*:****(**[Information about programmes and modules can be found here](https://www.surrey.ac.uk/subjects)**)**\*where required, also include module learning outcomes | Type of evidence is used for claiming credit exemption on the basis of RPL or combined RPL/RPC,e.g. original certificates, transcripts and awards and attach scanned copies of this documentation to the application form |
| Module(s) title and code | No. of credits | Level of study | **Experiential learning (informal)** | **Certificated (based on formal academic credit)** |
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**A3. Requesting RPC against academic credit for the entire level(s) of study:**

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| **Programme of study (full title)** | **FHEQ Level and the number of credits**  | **Please state the FHEQ level descriptors for the programme you are claiming exemption against.** [Information about programmes and modules can be found here](https://www.surrey.ac.uk/subjects). | **Type of evidence, e.g. original certificates, transcripts and awards and attach scanned copies**  |
| [E.g. BA in English Literature] | [E.g., FHEQ Level 4 – 120 credits] | [*Insert* level descriptors here: e.g., HE Certificate for Level 4; HE Diploma for Level 5, [FHEQ Level descriptors could be found here](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf)]  |  |

**A4. Additional evidence for RPL claims only (to be completed by the applicant/student)**

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| **Education and qualifications:** Please provide details of educational qualifications obtained **that are relevant to your RPL application and can be used as supporting evidence for the credit exemption claim** |
| Education | College, University or any other recognised HE provider | Examinations taken/to be taken and qualifications obtained that are relevant for this credit exemption claim |
| From | To |
|  |  |  |  |

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| **Training and Staff Development programmes:** Please provide details of **relevant** training and development previously taken that **can be used as supporting evidence for the credit exemption claim** |
| Training programme/ name of providing body | Date(s) |
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| **Membership of Professional Bodies / Professional or Vocational Qualifications** |
| Name of body / qualification | Date(s) |
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| **Present and/or any previous relevant employment (add additional rows if required)** |
| Job title and company name and address  | From:  | To |
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| Please give a description of duties, describe the learning gained from that employment and major tasks accomplished. Please provide a summary of the aspects of learning gained from that experience which will be directly relevant to the learning outcome(s) of the module(s) or level. |
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**A5. Please describe/attach any other relevant information to support your claim, for example:**

* Applicant/student’s authored reports/papers produced for the employer, or as an outcome of self-directed study or research;
* Any evidence that can demonstrate your professional competencies, skills and expertise (e.g., testimonials from your manager(s), teem meeting notes, etc)
* Assignment (essay/portfolio/etc) as agreed with the academic member of staff.

**SECTION B. RPL or combined RPL/RPC claim decision outcome (to be completed by academic members of staff)**

**B1. Evidence accepted** as representative of prior credit (in relation to the module(s)/programme learning outcomes.

[if the claim is rejected – go to section B2 below]

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| **Programme title** |  |
| Total number of credit exemption awarded and level(s) of study |  | School of Health Sciences only: if credits are from Greenwich, Brighton, Kent and Canterbury Universities, also indicate marks gained for transferred modules  |
| Module(s) title and module(s) credits against which the exemption claim was made successfully(insert additional rows if required) |  |
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**B2. Further evidence required/ Evidence rejected**: please note here what additional type of evidence is required, OR provide reasons and describe how applicants/students may change their approach in describing supporting evidence, etc for future credit exemption claims.

**B3. Feedback:**

**RPL/RPC Assessor’s comments**

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**RPL Moderator’s comment (for RPL claims only):**

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| **B.4 Signatures / dates (to be completed by academic members of staff)** |
| Admissions Tutor / RPL/RPC Assessor | [print title and name] | Signature | [electronic signature where possible] | Date of the decision |  |
| RPL Moderator | [print title and name] | Signature | [electronic signature where possible] | Date of the moderation |  |
| Chair of Board of Examiners  | [print title and name] | Signature | [electronic signature where possible] | Date  |  |

**SECTION C. RPL or combined RPL/RPC claim record keeping (to be completed by admin members of staff)**

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| **The credit exemption decision outcome sent to the claimant on:** | **The credit exemption decision outcome is recorded in SITS on:** |
| **Date** | **Completed by [enter name]:** | **Date** | **Completed by [enter name]:** |
|  |  |  |  |

**RPL fee payment trail (indicate which is applicable):**

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| --- | --- | --- |
| **Payment trail** | **Date** | **Completed by whom** |
| **Total fee** |  |  |
| **Invoice sent to claimant** |  |  |
| **Invoice sent to Trust/ Organisation** |  |  |
| **Payment received** |  |  |

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| Depending on the complexity of the case under consideration, the assessment process may involve significant staff time. It is recommended that a charge be made by Faculties for this service, at the discretion of the Faculty itself, in accordance with the following guidance: |
| * for an initial consultation/interaction and / or for a prima facie case based on qualifications and educational experience(s) with which a Faculty is familiar: **No fee**
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| * for a *prima facie* case based on qualifications and certified learning with which a Faculty is unfamiliar and requires careful scrutiny: **No fee**
* for a *prima facie* case based exclusively on an assessment of prior experiential learning or combined with qualifications and certified learning with which the Faculty is unfamiliar: **up to a maximum of 30% of the cost of the module from which exemption is being considered**
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| **Guidance for completing the application form**  |

The applicant or student should ensure that all presented evidence is appropriate to the programme or module(s) for which the credit exemption claim is being made. The academic decision to accept or reject RPL/RPC claims is the outcome of the assessment process of the submitted evidence. Please note that the presented evidence for the credit exemption claims will be assessed against the following criteria: * **Currency of learning**. All claims will normally be made with reference to prior learning which has taken place less than five years prior to submission of the credit exemption claim. Academic staff can choose to recognise prior learning from an earlier point provided they are satisfied as to its equivalence and currency.
* **Detail**. Applicants and current students must use only the relevant claim form (*Application form for the recognition of prior learning (RPL)/ combination of RPL and RPC )* and to ensure that all fields completed appropriately for the amount of credit being claimed.
* **Range and depth**: in cases of RPL claims, these should provide sufficient range and depth of evidence, and, where appropriate, include reflection upon prior learning experience in an “academic context”, for example, relating it to academic theory and mapping against the module(s) learning outcomes
* **Level**. All RPL/RPC claims should be appropriate for the specific credit exemption claimed. This *Application form* requires provision of cross-reference to an existing module(s) or level(s) of study of the programme:
	+ - In cases where exemption is sought against ***individual modules***, claimants (applicant/students) must include in Section A2 of the application form all module learning outcomes for University of Surrey modules and cross-reference these against supporting evidence.
		- In cases where exemption is sought against ***a whole level(s) of study*** (for example, 120 credits at FHEQ Level 4), claimants (applicant/students) must include in Section A3 of the application form the programme learning outcomes that have been previously achieved and how these are relevant to the University of Surrey programme of study.
* **Authenticity**. All RPL/RPC submissions must be the claimant’s own work and the University has the right to use any existing mechanisms to detect possible plagiarism (for example, Turnitin UK).

It is essential that evidence is provided of both theoretical and practical learning where relevant. This can be broken down into specific pieces of evidence which meet the criteria of the individual outcomes or presented as more generalised evidence which demonstrates achievement of a module or part of a programme of study. It is acceptable to use the same piece of evidence more than once if it demonstrates the achievement of more than one outcome.The evidence should be brief whilst ensuring that enough information is provided to clearly demonstrate achievement of the appropriate module or programme learning outcomes. Use of abbreviations and acronyms should be avoided. If numbers or codes are referred to in relation to previous programme learning outcomes, then a full explanation of these should be provided – it may be helpful to provide a copy of any previous programme transcript’s and refer to this within the mapping tool. When citing evidence to support your application please reference as per the University of Surrey referencing guides - here is the link: <https://study.surrey.ac.uk/study-support/resources>**All supporting evidence for the credit exemption claims must be scanned and sent together with this application form as an attachment to an e-mail. RPL/RPC claimants (applicants/students) may be requested by Faculty/AI staff to present original certificates/transcripts, where necessary, in order to progress the claim**. **All evidence that is submitted as hard copy should be placed securely in a folder.** All applicants/students submitting RPC claims that are based on previously achieved academic credit abroad (i.e. not in the UK or EU Higher Education Institutions), must contact Faculty academic members of staff before submitting their claims. |
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