

**Recognition of Prior Learning (RPL)
&
Recognition of Prior Credit (RPC)
(Formerly known as AP(E)L)**

Undergraduate and Post Graduate Continuing Professional Development

Extended Curriculum Vitae for exemption from

- Level 4 credits for a BSc (Hons) award
- Level 5 credits for a BSc (Hons) award
- Level 6 credits for an MSc award



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Due to your experience and previous learning you have been advised to submit an Extended Curriculum Vitae (CV) in order to be considered for exemption of some of the level 4/5/ 6 credits towards the final award of a BSc (Hons) or MSc. You will need to submit an Extended CV to the RPL/ RPC Board along with evidence of successful completion of a Level HE 5/ 6 research module (or equivalent) within the last 5 years.

- If your studies were more than 5 years ago you will need to evidence how you have kept yourself updated & developed your knowledge skills and understanding.
- If you are seeking advanced standing for MSc studies (level 7) you will need to provide evidence of having studied research at level 6.

The contents of the Extended CV will need to be mapped against the programme learning outcomes for the relevant level of study- further details may be found later in this document.

WHAT TO INCLUDE IN AN EXTENDED CV AND HOW TO PRESENT THE INFORMATION

For exemption from level 4 credits you will need to provide evidence of learning against certificate level FHEQ descriptor

<http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf>

demonstrating:

No.	OUTCOME
1	Knowledge of the underlying concepts and principles associated with your area(s) of study
2	An ability to evaluate and interpret these concepts and principles within the context of that area of study
3	An ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study.

Typically you will demonstrate that you are able to:

- Evaluate the appropriateness of different approaches to solving problems related to your area(s) of study and/or work
- Communicate the results of their study/work accurately and reliably, and with structured and coherent arguments
- Undertake further training and develop new skills within a structured and managed environment.
- The qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility (eg your professional registration)

For exemption from level 5 credits from BSc Hons.

The content of this extended CV should be mapped against the learning outcomes for the Diploma of Higher Education in Health Care (where appropriate) as identified below:

No.	Outcome
1	Knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
2	Ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
3	Knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
4	An understanding of the limits of their knowledge, and how this influences analysis and interpretations based on that knowledge.

For exemption from level 6 credits to access an MSc. the content of this extended CV should be mapped against the learning outcomes for the BSc Hons. as identified below. Note you will have to evidence your learning regarding research at level 6 (this may require you taking a level 6 research module):

No.	Outcome
1	A systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
2	An ability to deploy accurately established techniques of analysis and enquiry within a discipline
3	Conceptual understanding that enables the student: <ul style="list-style-type: none"> to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
4	An appreciation of the uncertainty, ambiguity and limits of knowledge
5	The ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

Please use the attached extended CV proforma to evidence your learning and practice

FURTHER INSTRUCTIONS:

Seek advice from the appropriate Director of Studies if you are unsure of any part of the process

- BSc/MSc Delivering quality in healthcare Dr Allison Wiseman
- BSc/ MSc Specialist practice Community Nursing – Carol Cross c.cross@surrey.ac.uk
- BSc / MSc Specialist practice school Nursing & Health Visiting Felicity Jones f.jones@surrey.ac.uk
- Professional preparatory programmes contact the admissions tutor Sarah Roberts sarah.roberts@surrey.ac.uk

RPL advisor (Dr Allison Wiseman)
a.c.wiseman@surrey.ac.uk

- Ensure that you have mapped the relevant FHEQ or module outcomes throughout your Extended CV
- Please present your Extended CV as a typed or word processed document in Font size 11
- Ensure that you also complete and attach the RPL/RPC application form for the University found at http://www.surrey.ac.uk/quality_enhancement/framework/assessment/
- Ensure that you attach scanned copies of any certificates or transcripts for modules or programmes (these should include the learning outcomes for the module or programme) undertaken in Higher Education Institutions
- Provide evidence of current professional registration (photocopy of your PIN and any evidence of name change eg marriage certificate)
- The RPL/RPC Board meets every other month. The outcome of your application will be sent to you in writing – within 30 days of the submission date identified by your RPL/RPC advisor.

Please note that a charging system RPL/RPC is in place of £100 for RPL claims only

EXTENDED CURRICULUM VITAE

Contact Details

Name	
Previous surname	
Home address	
Telephone number	
Home email	
Workplace address	
Telephone number	
Work email	

CAREER SUMMARY

A simple statement summarising your work career to date. Highlight your skills, knowledge and attributes:
e.g. *A registered nurse with exceptional communication and leadership skills. I have 15 years of competent practice and expertise in the field of orthopaedic nursing. I have a proven ability to develop practice and lead innovation*

PROFESSIONAL QUALIFICATIONS

Qualification & professional PIN eg RGN	Year obtained	Name of institution/ organisation obtained at	Evidence to (identify the FHEQ level of learning, module or learning outcome)

EMPLOYMENT DETAILS (start with most recent)

Include who employed you, in what role and your reason for leaving. Also bullet point your main achievements in each role & map these to the level of learning/ module/ Module outcomes- if you have emails etc to evidence your achievement collate these into a document)- add more rows if required

FORMAL EDUCATION AND TRAINING (POST SECONDARY SCHOOL) – most recent first- add extra rows as necessary

Qualification	FHEQ Level	Where studied	No. of credits	Date achieved	Evidence for (eg FHEQ level 4)

PROFESSIONAL STUDY EVENTS AND ACTIVITIES most recent first (add more rows as required)

Study event / activity name	Venue	Date	Outcomes	Evidence for (eg FHEq level 4)

PROFESSIONAL INTERESTS (add more rows as required)

Member of professional organisation eg College of Paramedics, Royal College of Nursing etc.
Practice interest 1:-
Maps to FHEQ level, Module, Learning outcomes
Practice interest 2:-
Maps to FHEQ level, Module, Learning outcomes
Conferences
Conference name:
Date attended:
Venue:
Learning:
Evidence for:

Conferences
Conference name:
Date attended:
Venue:
Learning:
Evidence for:

FUTURE AIMS FOR CAREER DEVELOPMENT

Include here what your plans are for future study are how these will enhance your career.
