

Guidance for Completing the Mapping Tool for Recognition of Prior Learning [RPL] / Recognition of Prior Credit (RPC)

- 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.
- Learning outcomes for levels of learning (FHEQ level 4, level 5, level 6) or module learning outcomes (see individual module flyers for details of module learning outcomes <http://www.surrey.ac.uk/healthsciences/study/cpd/index.htm> can be obtained from the member of academic staff giving you advice and support
- The theoretical learning should predominantly consist of the content/learning outcomes of previous programme(s) undertaken although it may be acceptable to include some previous/subsequent theoretical learning.
- The evidence should be brief whilst ensuring that enough information is provided to clearly demonstrate achievement of the appropriate module or programme learning outcomes
- The evidence can be supported by additional materials such as portfolios and personal professional profiles where appropriate. Applicants are expected to select the relevant information that demonstrates achievement of the programme learning outcomes and summarise this within this mapping tool.
- 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 guidelines for Health Sciences- here is the link: <http://www.surrey.ac.uk/library/learning/information skills/referencing.htm>
- All written evidence must be word processed, font size 11, double spaced sent as an email attachment including transcripts of certificated learning, certificates of attendance, learning outcomes for episodes of learning (these assist with the mapping process), etc.

- Please submit your mapping on the Assessment of RPL/RPC application form
- Should you require further assistance with mapping/ completing your application please contact your RPL/ RPC advisor