

# **A Guide to the RPL Process for Students**

## Contents

1. A GUIDE TO THE ACCREDITATION OF PRIOR LEARNING (RPL) PROCESS .....	3
2. APPLYING FOR RPL.....	3
3. STAGE 1 Applying for RPL .....	3
4. STAGE 2 Meeting with RPL Advisor / Subject Specialist.....	4
5. STAGE 3 Preparing and Submitting your Claim .....	4
6. STAGE 4 Submitting Claim for Credit .....	5
7. STAGE 5 Notification of Outcomes .....	5
Appendix 1 .....	6
RPEL Proposal for Level or Individual Module.....	6
Appendix 2 .....	9
Claiming RPEL/RPCL against a Level/Module.....	9

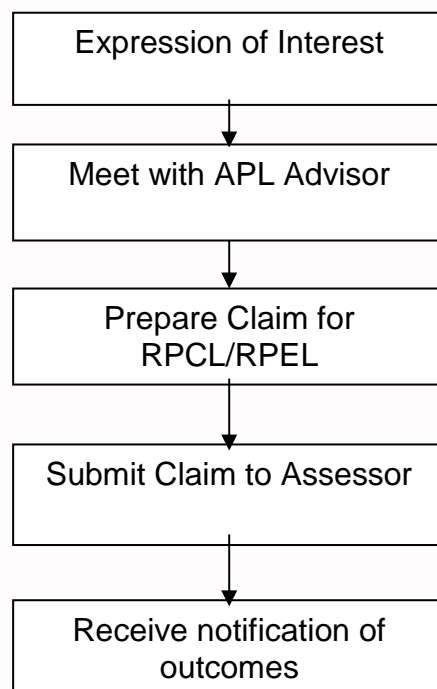
## 1. A GUIDE TO THE ACCREDITATION OF PRIOR LEARNING (RPL) PROCESS

1.1 At University Centre Leeds we want you to get the best out of your learning experience with us. We recognise the learning that has already been gained through the vast experience and knowledge that many of our students have when they join us for a programme of study. So we offer you the opportunity through RPL to gain credit for that learning which means you can enter higher education at the level that is appropriate to your previous learning and experience.

## 2. APPLYING FOR RPL

2.1 We want to support you to get the most out of your previous learning. We have specialist advisors who will take you through the RPL process and ensure that you have appropriate advice and support as you prepare and submit a claim for credit for your previous learning and experiences.

### 1.2 *The RPL Process*



## 3. STAGE 1 Applying for RPL

organising an initial meeting.

- a. The process for claiming credit through **RPCL** is usually straightforward. We will need to see your qualification certificates that provide evidence of your learning.
- b. We will appoint an RPL advisor to guide you through the process.

#### **4. STAGE 2 Meeting with RPL Advisor / Subject Specialist**

4.1 Your initial meeting with your RPL Advisor will involve discussing your needs and requirements and identifying the potential match between any prior learning and experience to the programme you want to follow.

a. Your RPL advisor will help you to:

- identify the most appropriate programme of study through discussion with you
- discuss how credit can be claimed and the process for doing this
- identify the learning achievements you are seeking credit for, and match those to a specific programme as appropriate
- explore the different ways you can evidence the learning you have gained through your experiences
- complete an RPL Proposal form in which you will need to detail the range of evidence you are proposing putting forward to substantiate your claim.

4.3 In addition the RPL advisor will offer guidance on completing and submitting the formal proposal for **RPEL** or where applicable a combination of **RPEL** and **RPCL**. You will find the RPL Proposal Form at the back of this booklet (Appendix 1), or from Registry on 0113 2354417

#### **5. STAGE 3 Preparing and Submitting your Claim**

5.1 This stage requires you to demonstrate the learning you have achieved and gather evidence about your previous qualifications and experience to support your claim. You will find the RPL Claim Form at the back of this booklet (Appendix 2), or from Registry on 0113 2354417

5.2 For RPEL claims evidence of your prior education, training, work and life experiences should be compiled and presented in a portfolio or other format that you have agreed with the RPL advisor. The portfolio should be suitably organised and referenced to show the link between your learning and experiences, and those required for the award.

5.3 For example your evidence could include:

- Work-based documents
- Statements from your line manager in relation to aspects of your work
- Video/audio tapes with a commentary that clearly demonstrates how the evidence relates to achievement of the learning outcomes

## **6. STAGE 4      Submitting Claim for Credit**

When you have completed your submission for credit you need to submit it within the agreed timescale to your RPL Advisor so that it can be formally assessed.

## **7. STAGE 5      Notification of Outcomes**

You will be notified in writing within 3 weeks of your application the outcome of your claim. Please note that this is subject to the formal confirmation by the Board of Examiners

**Level or Individual Module**

(To be completed by the student)

**Section 1**

**Student Name:**

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**Programme of Study and Level:**

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**Requesting RPEL for (please tick):**    **Level**        **Modules**   

For level claims please complete section 2 and for module claims complete section 3

**Section 2 (Level Claim)**

**Summarise how you feel you have met the Programme Learning Outcomes, and what evidence you may put forward to support this claim.**

**Section 3 (Module Claim)**

**Module Title:**

**Level:**

**Summarise how you feel you have met the Module Learning Outcomes, and what evidence you may put forward to support this claim.**

<b>Module Title:</b>	<b>Level:</b>
Summarise how you feel you have met the <b>Module Learning Outcomes</b> , and what evidence you may put forward to support this claim.	
<b>Module Title:</b>	<b>Level:</b>
Summarise how you feel you have met the <b>Module Learning Outcomes</b> , and what evidence you may put forward to support this claim.	

**Student Signature and Date**.....

**To be completed by RPL Advisor**

<b>Feedback (comment on whether you feel the evidence suggested will match and be sufficient. Identify any further evidence required)</b>
<b>Agreed Date for Submission of Claim:</b>

**RPL Advisor Signature and Date**

**Student Signature and Date**





Name:		Student Id Number:	
Award Title:		Level:	
		Total Credit Points:	
<b><i>For claims against single modules complete section 1 and claims against a whole level complete section 2</i></b>			
<b>Section 1</b>			
Module 1: (insert title)	Evidence to meet outcomes		Location of Evidence for Assessment
<b>Learning Outcomes:</b> 1 2 3 4 5			
Module 2: (insert title)	Evidence to meet outcomes		Location of Evidence for Assessment
<b>Learning Outcomes:</b> 1 2 3 4 5			
Module 3: (insert title)	Evidence to meet outcomes		Location of Evidence for Assessment
<b>Learning Outcomes:</b> 1 2 3 4 5			

<b>Section 2</b>		
<b>Programme Learning Outcomes</b>	<b>Evidence to meet outcomes</b>	<b>Location of Evidence for Assessment</b>
<b>Knowledge and Understanding:</b> 1 2 3 4 5		
<b>Cognitive/Intellectual Skills:</b> 1 2 3 4 5		
<b>Practical/Professional Skills:</b> 1 2 3 4 5		
<b>Key Transferable Skills:</b> 1 2 3 4 5		

Learning Outcomes Met <input type="checkbox"/>  Learning Outcomes Not Met <input type="checkbox"/>	RPLA/Subject Specialist Comments/ Feedback	
Student signature and date:		RPLA/SS signature and date:
<b>Recommendation</b> <b>1. Level Achieved</b> <b>Yes/No</b> <b>2. Module Achieved</b> <b>Yes/No</b> ..... <b>credit points</b> ( <i>please insert</i> )		
<b>Assessor Signature and Date</b>	<b>Moderator Signature and Date</b>	

Please note that all claims will be ratified at a Board following receipt of External Examiner confirmation

Copy: Student. RPL Advisor (RPLA). Subject Specialist (SS). HEDO