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**Application for Credit Transfer and Recognition of Prior Learning (RPL)**

**RECOGNITION OF PRIOR CERTIFICATED LEARNING**

|  |  |
| --- | --- |
| Full name and title |  |
| Telephone |  |
| E-mail |  |

|  |  |
| --- | --- |
| University of Worcester course applied for  |  |
| Proposed commencement date |  |

Proposed part(s) of University of Worcester course that you are applying for recognition of prior learning

|  |  |
| --- | --- |
| **Undergraduate** | **Postgraduate**  |
| Year 1 |  | PG Cert |  |
| Year 1 and 2  |  | PG Dip |  |
| Specific modules only |  | Specific modules only  |  |
| Other (give details) |  | Other (give details) |  |

There are separate application forms relating to the nature of the RPL claim you wish to make. Please check below that you are using the correct form. On occasion applicants make claims in relation to two or all three types of RPL in which case you will be advised about the forms to complete.

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| **Type of RPL** | **Process** | **Tick**  |
| Credit transfer (ie you have a HE qualification from a UK HE institution) | You will need to complete a CREDIT TRANSFER FORM. |  |
| Recognition of certificated learning (ie you have qualifications achieved through professional or employment based learning, but this is not credit rated) | Contact the Admissions Office/ Research School to arrange for you to discuss making a claim with the relevant admissions tutor. Complete **this form**. |  |
| Recognition of experiential learning (ie you wish informal learning from personal study, work and experience to be recognised) | Contact the Admissions Office/ Research School to arrange for you to discuss making a claim with the relevant admissions tutor.  |  |
| Please note that you can seek advice at any stage of making a claim for credit transfer or RPL, by contacting the: Admissions Office - * email - admissions@worc.ac.uk
* tel - 01905 855111
* post - University of Worcester, Henwick Grove, Worcester WR 2 6AJ

Research School - * email - research@worc.ac.uk
* tel - 01905 542182
* post - University of Worcester, Henwick Grove, Worcester WR 2 6AJ.

Please note a charge will be payable to cover the administrative costs of RPL applications – see [Annexe 1 in the related Procedures for RPL document](https://www2.worc.ac.uk/registryservices/documents/ProceduresfortheRecognitionofPriorLearning.pdf).  |  |

**Recognition of prior certificated learning**

If you wish to seek recognition of prior learning on the basis of certificated learning that is not HE credit rated, you should contact the Admissions Office/Research School for advice in the first instance. They will arrange for you to contact or meet with the admissions tutor for guidance in making your claim.

Please provide the following information about the certificated learning you wish to be recognised as partial completion of the UW course you are applying for, together with a separate document mapping the qualification/s you have against the modules you wish to claim credit for.

|  |  |
| --- | --- |
| **Title of qualification/s achieved** |  |
| **Date qualification/s achieved (or expected to be achieved)** |  |
| **Awarding body** |  |
| **Place and dates of study** |  |
| **Details of qualifications (this may be a copy of the syllabus, list of course content and assessment or similar)** |  |
| **Mapping of learning achieved against module learning outcomes for which credit is claimed**  | *In order for your learning to be recognised, you will need to show how it maps to the learning outcomes for the modules you wish to claim credit for. This should be completed on a separate sheet/s, after you have obtained a copy of the current course handbook and discussed making your claim with an admissions tutor.* |
| **Please note if your application is successful you will need to provide your certificate/s or transcript of learning as evidence of achievement. In some cases applicants may be invited to provide additional information and/or meet with an admissions tutor to discuss the claim.** |

Send the completed form together with the additional sheet/s mapping your learning against module learning outcomes for which credit is claimed, plus copies of associated documentation (course syllabus/handbook) to the Admissions Office/Research School. Once received, your application will be assessed by two course tutors who will make a recommendation to the University about your application. In some cases this may involve a meeting to discuss your application.

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| **For office use** The above application for recognition of prior learning has been assessed and it is recommended that credit be transferred against the modules and/or course stages listed below

|  |  |
| --- | --- |
| Title of UW course |  |
| Assessor 1: comments on level, volume, relevance and standard of experiential learning  |  |
| Assessor 2: comments on level, volume, relevance and standard of experiential learning |  |
| Assessor 1 and 2 agreed recommendation |  |
| Stages/modules of UW course for which credit can be recognised (please list, giving codes and titles)  |  |
| Rationale for recommendation (please indicate how you have come to your recommendation, eg assessment of mapping document plus interview, and/or other means) |  |
| Advice/feedback to applicant (please use this section to indicate the reasons for your recommendation) |  |
| Name and signature assessor 1 |  |
| Date: |  |
| Name and signature of assessor 2 |  |
| Date: |  |

Head of School (or nominee) I have reviewed this RPL claim and its assessment on behalf of the examination board, and confirm the recommendation stated above.Name:Signature:Date:Admissions Office/Research School

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| Applicant notified |  |
| Transcript received  |  |
| Entered on Student Record  |  |

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