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**Recognition of Prior Certificated Learning (RPCL) Application Form**

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| **Section 1: Personal details**  **Please PRINT IN BLOCK CAPITALS** | |
| Last name: |  |
| First name: |  |
| Date of birth (DD/MM/YYYY): |  |
| **Student ID:** |  |
| **Course:** |  |
| **Start Date:** |  |
| Campus/Site: |  |

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| --- | --- |
| Contact telephone number: |  |
| Email address: |  |

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| **Section 2(i): Details of Prior Learning - Which you wish to use for RPCL** | | | | | |
| Course/Award Title | Awarding Institution | No of Modules | Level | Number of Credits | Date Awarded |
| *e.g. Diploma in Xology* | *University of Learningtown* | *4* | *5* | *120* | *06/04* |
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| **Section 2(ii): Applicant Signature** | | | |
| **You must supply copies of transcripts of the qualifications noted above; your application will not be processed without these. The evidence must show the academic level, number of credits and the mark you achieved.**  **However, certificate/ transcript evidence is not required for previous University of Cumbria qualifications.** | | | |
| Signature |  | Date |  |

Guidance for RPCL Applicants

Recognition of Prior Certificated Learning is where previous learning, for which you have been awarded Higher Education (HE) credits, may enable you to study a reduced number of modules on another HE course.

Every College and University has their own regulations and procedures for dealing with RPCL, therefore the rules set down by one institution might not apply to another.

## Credits and Level of Study

Every qualification is made up of modules containing a certain number of credits at various academic levels.

Institutions sometimes use different framework models to label the academic levels. At the University of Cumbria, we use Levels 4, 5, 6 and 7 to depict the Higher Education Qualifications Framework (HEQF) levels Certificate, Intermediate, Honours and Masters. For every HE qualification you have successfully completed, you should have received an official academic transcript of results showing the number and level of credits you have been awarded.

## Learning Outcomes

Each module you study will have certain ‘learning outcomes’ which you are expected to achieve. If you can show that you have already met the learning outcomes of certain modules you wish to take at the University of Cumbria, we may be able to give you exemption from those modules.

**General and Module-Specific RPCL Credits**

If your prior learning is **generally** related to the subject area of the course you are registering on, you may be able to seek exemption from optional modules within that course (if there are any).

If your prior learning is **specifically** related to one or more of the compulsory modules of the course you are registering on, you may be able to seek exemption from those modules within that course. For RPL against a specific module, providing the prior learning is of the same level and credit value, we may also be able to transfer your mark.

**Maximum Credit Exemption Allowed:** these are listed in Appendix 6 of the University’s [Academic Regulations](https://www.cumbria.ac.uk/about/organisation/professional-services/academic-registry/academic-regulations/).

**Claiming APL on a Masters course will affect your entitlement to a Masters loan from Student Finance England**.

**Fees:** The University does not charge for checking certificated learning.

**Please ensure you provide relevant transcripts/certificates/ course information as required, for verification of your claim.** We do not need to see originals – scan/photocopies via email are accepted. Evidence is not normally required for previous study at the University of Cumbria.

Your claim will be assessed, and you will be informed of the outcome.

For further information on the University’s Academic Regulations regarding RPL, please see <https://www.cumbria.ac.uk/about/organisation/professional-services/academic-registry/academic-regulations/>

**If you have any queries, please contact** [**rpl@cumbria.ac.uk**](mailto:rpl@cumbria.ac.uk)