Please refer to the University’s RPL Policy before completing this form and contact the relevant Programme Administrator or Admissions Tutor for guidance and to submit the completed form. [keele.ac.uk/qa/programmesandmodules/recognitionofpriorlearning/](https://www.keele.ac.uk/qa/programmesandmodules/recognitionofpriorlearning/)

**NB:** applications for admission with advanced standing are made through the standard admissions process and not on this form.

**IMPORTANT: Students studying on Postgraduate programmes are usually not eligible for Student Finance funding if they have RPL approved. This applies to any credit amount.**

**See** [**www.gov.uk/postgraduate-loan**](http://www.gov.uk/postgraduate-loan) **for details.**

|  |  |
| --- | --- |
| 1. **Personal details** | |
| Applicant / student number: |  |
| Full name: |  |
| Date of birth: |  |

|  |  |  |
| --- | --- | --- |
| 1. **Details of exemption request**   **Note***: use sections C and/or D to provide further details about your prior learning* | | |
| Name of Keele course to study: |  | |
| Start date (if applicable): |  | |
| Exemption request (list individual modules) |  | |
| Total number of credits: | RPCL: | RPEL: |
| Any additional information: |  | |

|  |  |
| --- | --- |
| 1. **Recognition of Prior Certificated Learning (RPCL)**   **Note**:*you must provide evidence in support of your application; for example, copies of the certificate(s) or a letter from your previous institution and a transcript of marks. The assessment of your claim will check prior learning against the learning outcomes of the module(s).*  **I am applying for recognition of the following programme / module(s) previously studied:** | |
| Qualification awarded and awarding body: |  |
| Module title(s): |  |
| Level(s) of study: |  |
| Dates achieved[[1]](#footnote-1): |  |
| Number of credits awarded: |  |
| Any additional information: |  |
| 1. **Recognition of Prior Experiential Learning (RPEL)**   If you are claiming for prior experiential learning you will need to submit a portfolio of evidence to demonstrate how learning from experience matches the learning outcomes stated for the programme/module that exemption is sought.  **Note**:*all programme/module outcomes must**be mapped against the portfolio presented.* | |
| Details of learning: |  |
| Evidence provided: |  |
| Any additional information: |  |

|  |  |
| --- | --- |
| 1. **Confirmation**   I confirm that the information I have given is correct and has not already been presented and accepted in a previous RPL claim. | |
| **Signature:** |  |
| **Date:** |  |
|  | Postgraduate students: please mark an ‘X’ in the box to acknowledge that approval of RPL will likely result in ineligibility for Student Finance funding |
| **Note:** *in accordance with Keele University Regulations and the RPL Policy, if an RPL claim is accepted for external modules, the credits will count towards the credit requirements for the programme but no grade will be entered. To compensate for this your Keele University award will only be calculated based on modules undertaken during your studies at Keele University.* | |

***For Office Use Only:***

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| --- | --- | --- |
| RPL Evidence and/or Portfolio Provided? YES / NO  RPL Claim Accepted? YES / NO / PARTIALLY  Confirm total number of RPL credits approved:    If the claim is rejected, or partially accepted, please provide a rationale and further details: | | |
| **Exempt Module list** (please detail the exact module(s) which the student is exempt from studying) please add additional rows if needed | | |
| Module code(s) | Module Names | Credits |
|  |  |  |
|  |  |  |
|  |  |  |
| Date the claim was assessed: |  | |
| Name and role of assessor: |  | |
| Signature: |  | |
| **Note:** *The school is responsible for assessing all claims in line with the University’s RPL Policy. Once assessed, this form along with any associated documentation should be forwarded by the School to Student Records and Exams for recording onto SCIMS. If a claim is rejected, the school will communicate this to the student. If accept, Student Records and Exams will inform the applicant of the University’s decision in writing.* | | |

1. Learning gained more than five years ago is unlikely to be considered [↑](#footnote-ref-1)