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

**RECOGNITION OF PRIOR EXPERIENTIAL 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** | **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/Graduate Research School to arrange for you to discuss making a claim with the relevant admissions tutor.  |  |
| Recognition of experiential learning(ie you wish informal learning from personal study, work and experience to be recognised) | Contact the Admissions Office/Graduate Research School to arrange for you to discuss making a claim with the relevant admissions tutor. **This form** will be completed by the admissions tutor and forwarded to you for further action. |  |
| 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

Graduate 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](http://www.worcester.ac.uk/registryservices/documents/RPL_Procedures_and_Guidance_July_2014_%282%29.pdf). |

**Recognition of prior experiential learning**

If you wish to seek recognition of prior experiential (uncertificated or informal) learning, you should contact the Admissions Office/Graduate Research School for advice in the first instance. They will arrange for you to meet with the admissions tutor (or nominee) for advice and guidance in making your claim. This will involve considering whether your learning is likely to be at the appropriate level and how your learning will be assessed.

Following the advisory meeting, the admissions tutor, in consultation with colleagues, will complete the following information and return a copy of the form to you; it will set out the details of how your experiential learning will be assessed. You should enclose the form with the completed assessment.

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| Title of UW course  |  |
| Brief summary of nature of relevant experiential learning  |  |
| Modules of course for which experiential learning may potentially be recognised |  |
| Means by which applicant’s relevant experiential learning will be assessed (refer to guidance) |  |
| Guidance for applicant in completing above assessment  |  |
| Date and arrangements for submission of assessment  |  |

|  |  |
| --- | --- |
| Name and signature of admissions tutor  |  |
| Date: |  |
| Name and signature of course leader  |  |
| Date: |  |
| Name and signature of link tutor (if relevant) |  |
| Date: |  |

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| **For office use**

|  |  |
| --- | --- |
| 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 |  |
| Modules against which credit can be recognised |  |
| Advice/feedback to applicant (please use this section to indicate the reasons for your recommendation) |  |
| Name and signature of Assessor 1  |  |
| Date: |  |
| Name and signature of Assessor 2 |  |
| Date: |  |
| External Examiner comments |  |
| Name and signature of External Examiner |  |
| Date: |  |

Chair of Institute Quality Committee I have reviewed this RPL claim and its assessment on behalf of the examination board, including the comments of the external examiner, and confirm the recommendation stated above.Name:Signature:Date:Admissions Office/Graduate Research School

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

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