

**RECOGNITION OF PRIOR CERTIFICATED LEARNING**

**(RPCL) CLAIM FORM *for claiming credit for one or more modules***

**Name and applicant reference number**

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**Name of your University of Westminster course**

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**Name of the award/qualification that you have, for which you are seeking credit:**

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**Name of the institution at which you achieved that award/qualification:**

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**How did you study for the qualification?**

**Did you complete and pass all parts of the course?**

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| --- | --- |
| **Start Date:** | **Completion Date:** |

**Start date and completion date of course:**

***Credit towards an honours degree would normally only be awarded in respect of a sub-degree award or qualification which the student has obtained, or for a sum of credits that has not led to an award. Once an honours degree has been awarded it cannot provide credit towards another honours degree.***

**Please identify which parts of the University of Westminster award (in terms of learning outcomes) you believe you have already achieved, and cross reference them to your previous learning.**

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| **University of Westminster modules** | **Match to previous syllabus studied** |
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**Please provide the following documentary evidence**, e.g. in the form of an official transcript or certificate of results:

• a summary of the content of the course or modules

• confirmation of components passed

• the marks obtained for each component

• any other information that is relevant.

Please give as much information as possible and submit the form, together with documentary evidence of the qualification(s), to the Admissions Operations Office at [RPLAdmin@westminster.ac.uk](mailto:RPLAdmin@westminster.ac.uk)

The application will then be considered for the recommendation for the award of RPCL credits towards your degree and, if successful, will appear on your student record once you have fully enrolled on your course.

**Signature:** ........................................................... **Date: ....................................**

**Please note that it is your responsibility to provide all the information requested. Any failure or delay in doing so may lead to your application not being considered, or a delay in its processing.**

Please ensure that all the following criteria have been satisfied before a decision on whether to award exemptions/advanced entry can be made.

**Admissions Operations** Tick box

Does the applicant’s course form part of a partnership agreement?

Have you seen a transcript or certificate of previous study?

Have you confirmed that the institution where previous study was undertaken has a framework which correlates to the UK National Qualifications Framework?

Has the student passed all the components of previous study for which they are claiming credit?

Does the claim for the award of RPCL credit exceed the maxima cited in the Frameworks for Undergraduate and Postgraduate courses? Information regarding the maximum credits is available on the RPL webpage and in Section 17 Undergraduate Framework and Section 18 Postgraduate Framework of the [Handbook of Academic Regulations](https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/academic-regulations).

**Name (please print)**

**Signature Date**

**Admissions Tutor/Course Leader**

Please note *Credit towards an honours degree would normally only be awarded in respect of a sub-degree award or qualification which the student has obtained, or for a sum of credits that has not led to an award. Once an honours degree has been awarded it cannot provide credit towards another honours degree.* (Section 4 RPL Regulation 4.19)

Are you satisfied that the level of previous study was equivalent to the modules from which exemption is being sought?

Please confirm that you are satisfied that the Certificated learning is both current and

relevant. (Handbook of Academic Regulations)

Please confirm below how this has been assessed (e.g. interview, student

written submission):

Please confirm the modules and/or the number of credits and level for which exemption is being granted.

Please confirm that you have checked that the award of credit complies with any

Professional or Accrediting Body regulations.

**Name (please print)**

**Signature Date**

**Academic RPCL Co-ordinator**

Should any marks be transferred from the prior certificated modules to the

University’s modules? (See Section 4 Handbook of Academic Regulations)

In accordance with Section 4 of the Handbook of Academic Regulations, I am satisfied that the award of RPCL credit should be ratified in this case and that the integrity of the academic standard of the award has been ensured.

**Name (please print)**

**Signature Date**