**RECOGNITION OF PRIOR EXPERIENTIAL LEARNING (RPEL) CLAIM FORM**

**Please ensure sections 1-5 of this form are completed before you submit the form.**

**Please ensure that you do not complete this form until you have read and understood the guidance ‘How to submit an RPEL claim’, which can be found at the end of this form.**

**Core Principles**:

* Credit is awarded for the *learning* that has taken place and not the experience itself.
* For the award of credit, learning must be considered to be sufficient to demonstrate that a student has met all the learning outcomes for each module for which credit is claimed.
* Once completed in full you should submit your claim directly to the *Academic Standards Team*, *Quality and Standards Office, First Floor, 101 New Cavendish Street, W1W 6XH.*
* Documentary evidence in support of the claim should be appended to this form. Claims without supporting documentary evidence cannot be considered. See the guidance notes at the end of this form for examples of acceptable evidence.
* It is the student’s responsibility to ensure that all the relevant information, including a written statement matching the experiential learning to the learning outcomes for each module claimed, and supporting documentary evidence, is made available to the RPEL Board and is submitted by the deadline directly to the office indicated above.
* Further details of RPEL procedures and regulations can be found in the following documents:
	+ RPL Regulations, Section 4 of the Handbook of Academic Regulations
	+ The attached guidance entitled ‘How to Submit an RPEL claim’
	+ The ‘RPEL frequently asked questions’

**SUBMISSION DEADLINES**

The deadlines for submission of RPEL claims are:

**5pm on Wednesday 31 October 2018**

**5pm on Wednesday 13 February 2018**

**5pm on Wednesday 17 April 2018**

**SECTION 1: STUDENT DETAILS**

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| Student name: Student ID Number: Course: College:  |

**SECTION 2: DETAILS OF CLAIM**

**Please list below all of the modules for which you are making a claim.**

For each of these claims, you must provide details of the relevant learning gained from experience and give a reflective commentary on the attached form(s) that explains how the evidence presented demonstrates that the appropriate learning outcomes have been met – your Course Leader will be able to advise you on this.

|  |  |  |  |
| --- | --- | --- | --- |
| **University of****Westminster****Module code** | **University of Westminster****Module Title** | **Level**  | **Credit weighting** |
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**SECTION 3: STATEMENT ON LEARNING OUTCOMES & EVIDENCE**

For each module, you must include a **written statement** **describing the learning you have gained** through your experience, and how this demonstrates you have met the modules learning outcomes.

Your statement must demonstrate that there has been an adequate reflection on experience, that learning has been identified and articulated, and that suitable evidence has been gathered.

Credit for experiential learning may be gained from a variety of sources e.g. within the workplace, from training courses, which the individual has completed but which are not certificated, through experience in voluntary work, or by individual study. **The source therefore is not important as long as the learning can be demonstrated. You only need to demonstrate that you have meet the learning outcomes of the module(s) against which you are claiming credit – it is not necessary for you to evidence all your achievements if they do not meet the learning outcomes.**

When writing your statement you should consider the following:

1. *Acceptability* – is there an appropriate match between your evidence and the learning?
2. *Authenticity* – does the evidence clearly relate to your own efforts and achievements?
3. *Currency* –Normally the University require that prior learning has been achieved within the last five years. However if your prior learning is older than this and you have remained up to date in your subject area you should explain in your statement how this has been achieved.

You can use the **Module Mapping form** provided to list the learning outcomes and your written statement. Make sure your evidence is numbered and cross-referenced to the module(s) and learning outcome(s) it is relevant to.

**SECTION 4: ACADEMIC ASSESSORS ASSESSMENT OF CLAIM (staff use only)**

**This section should be completed by the Academic Assessor (Module Leader) BEFORE you submit your form by the deadline.**

**ACADEMIC ASSESSOR (Module Leader)**

The Module Leader will assess whether the evidence you have provided demonstrates that you have met the learning outcomes for the module i.e. that the module can be graded as ‘passed’.

|  |  |
| --- | --- |
| **NAME OF ACADEMIC ASSESSOR / MODULE LEADER** |  |
| **date** |  |

|  |
| --- |
| **(Please tick the boxes below to confirm completion)** |
|  | Has the claimant fully completed and signed the claim form, attaching all appropriate module mapping forms and documentary evidence? |
|  | Are there any professional and/or accrediting body requirements attached to the claimant’s course and/or to the individual module(s) for which credit is being sought? (if so, please give details below) |
|  | Does the evidence presented demonstrate that the learning outcomes of the module have been met? If you have provided a separate assessment to assess the learning outcomes, please provide a copy of the feedback and mark. |

|  |
| --- |
| **(Please tick the appropriate box below)** |
|  | I can confirm that the evidence presented demonstrates that the student has met the leaning outcomes of the module(s) |
|  | I can confirm that the student has not met the learning outcomes for the module(s). |

**COMMENTS** (For all claims, particularly where claims are rejected or only approved in part, please indicate the details of the recommendation above and the reason for it.

**SECTION 5: CHECKLIST and DECLARATION**

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| **Prior to submitting your form, please check that you have undertaken the following:**(Please tick the boxes below to confirm completion, and sign the subsequent declaration) |
|  | I have read and understood the guidance on submission of RPEL claims |
|  | I have completed and attached statement for *each* of the modules for which I am claiming |
|  | I have appended all relevant documentary evidence and understand that it is my responsibility to provide all the information necessary to support my claim |
|  | I have signed and dated the declaration below.  |
|  | Section 5 has been completed by the Academic Assessor (Module Leader) |
| **I confirm that all of the details on this form and the attached documents are correct to the best of my knowledge. I acknowledge that the decision of the RPEL Board is final and understand that I will not necessarily be awarded credit for the claim I have made.** In accordance with the Data Protection Act 1998, we are required to obtain your consent for the following:* to hold some elements of the information that you have provided on an electronic database
* to disclose the information that you have provided to authorised members of University staff as required for the reasonable purposes connected with the consideration of your claim.

**By signing here you confirm that you agree with the above statements and indicate your consent for the information provided to be used as detailed above.**  |
| **Student signature** | \* | Date | \* |

**Once completed please submit the claim and evidence to the Academic Standards Team.**

**SECTION 6: COLLEGE RPEL TUTOR ASSESSMENT OF CLAIM (STAFF USE ONLY)**

|  |  |
| --- | --- |
| **NAME OF COLLEGE rPEL tutor** |  |
| **DATE** |  |

|  |
| --- |
| **(Please tick the appropriate box below)** |
|  | I recommend that the claim should be approved in full |
|  | I recommend that the claim should be approved in part |
|  | I recommend that the claim should be rejected |

**COMMENTS** (For all claims, particularly where claims are rejected or only approved in part, please indicate the details of the recommendation above and the reason for it.)

**HOW TO SUBMIT AN RPEL CLAIM**

**Application**

If you wish to submit an RPEL claim, you should notify your Module Leader as early as possible to allow sufficient time for completion of the process.

The Course Leader will be able to assist you in completing this application.

You must register for and participate in the normal module load, including any modules for which you are seeking credit until the RPEL Board has formally approved your application for RPEL credit.

No guarantee is given as to the outcome of your submission or to whether you will be awarded RPEL credit or not. Each claim is assessed solely on the basis of the statement and evidence you present.

**Completing the Form**

Please ensure that you completed in full sections 1-4 of the form. These notes are designed to help you complete the form properly.

**Section 1** – Ensure that you print your details legibly, and note that the address you give is the one to which all correspondence on the claim will be sent.

**Section 2** – Ensure that you list each module correctly. If you run out of space on the form, you can continue on a separate sheet, which should be attached to the main form.

**Section 3** – Ensure that you submit a statement form for **each** module you have included in your claim. Your RPEL Mentor will be able to advise you on the mapping process. These forms must be attached to your claim form.

Supporting evidence should be provided if relevant to the claim. Your RPL Tutor can advise you on what might be considered suitable evidence for different learning activities/experiences. The evidence should be easily identifiable as authentic (e.g. employer letters on company headed paper).

**Section 5** – Use this checklist to ensure that you have included everything that is required for your claim. Make sure you sign the declaration. You should also be aware that the provision of false information or evidence in support of an RPEL claim will be considered as an academic misconduct (please refer to Section 10 of the Handbook of Academic Regulations), and may also be treated as a disciplinary matter.

It is the student’s responsibility to ensure that all the relevant information, including a statement mapping the experiential learning to the learning outcomes of the modules and supporting documentary evidence, is submitted by the deadline.

Documentary evidence in support of the claim should be appended to the claim form. Incomplete forms, or claims without supporting evidence, will not be considered.

Further details of RPEL procedures and regulations can be found in the following documents:

* RPL Regulations, Section 4 of the Handbook of Academic Regulations
* The attached ‘RPEL frequently asked questions’