APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

This form is to be completed by the applicant and the assessor.

Please note:

* Exemptions on taught programmes will only be considered for full years or for individual modules of study; not elements therein.
* Applications are subject to approval of the Head of Department or School or their delegated assessor.
* The assessor must not have been involved in the preparation of the application.

Further details of requirements, assessment criteria and maximum permitted volumes of exemption due to Recognition of Prior Learning are given in the University of Essex Recognition of Prior Learning Policy.

#### To be completed by the applicant

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| Full student name |  |
| **Course of study where RPL would apply:** |  |
| **Application for credit to be awarded against:** | One or more full years of study of a University of Essex course, as listed below:   |  | | --- | |  |   OR  Individual University of Essex module(s), as listed below:   |  | | --- | |  | |
| **Description of the applicant’s prior learning:** | *This should include descriptions of subject knowledge, level and volume and specify whether the application is made on the basis of prior awarded credit or experiential learning* |
| **Summary of evidence submitted for the achievement of this prior learning:** |  |
| **Description of the fit with learning outcomes between prior learning and University of Essex study where exemption is being sought:** | *Where appropriate, this could be done through a separate mapping document comparing University of Essex learning outcomes and how these have been met by the applicant’s prior learning. It must be demonstrated that there is a fit between the volume, level and the subject content of the prior learning and the University of Essex learning outcomes/ milestones.* |
| **Date(s) that learning was undertaken and achievement demonstrated:** | *If this was not within the last five years, then please include additional information on how the applicant has kept their former learning current* |

#### To be completed by the assessor (Head of Department/School or delegate)

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| In making their decision, the assessor must consider, in addition to the permitted volumes of RPL for University taught awards, the following criteria: | |
| For exemption from elements of taught courses or taught elements of research courses:   * Subject content and knowledge; * Volume of learning; * Level of learning; * Evidence of achievement; * Currency of prior learning;   Any restrictions imposed by Professional, Statutory or Regulatory Bodies, if applicable. | For exemption from terms of study of a research degree:   * Confirmation of PhD status; * Milestones required; * Training needs; * Supervisory capacity of the department   It should also be considered that ethical approval through University of Essex procedures may be required, and allowance made for this when agreeing a proposed period of study. |

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| Initial assessment | Is additional evidence required? Yes  No  Is an interview required? Yes  No  *If so, this and the role this played in the assessor’s decision should be noted in the comments below* |
| **Final decision made** | Exemption on the basis of RPL to be given against the following University of Essex years of study/modules: |
| **Assessors’ comments** | *Please briefly note the reason for the decision above. Your comments may be shared with the applicant.* |
| **Name of assessor:** |  |
| **Date:** | DD/MM/YYYY |