

Lincoln College Higher Education

**Recognition of Prior Learning (Certified and/or Experiential)
Application – Record of Decision
To be completed by Admissions Tutors**

Admissions tutors **must** complete all sections of this pro-forma for applicants or registered students who wish to be granted RPL for part of a certificated programme.

This pro-forma is to be returned to the HE Admin Office and a copy must be saved on Promonitor for the individual student.

Part 1 – Application Details

Student name	
Student number	
Programme of study	
Validating partner institution*	<input type="checkbox"/> Open University <input type="checkbox"/> Pearson <input type="checkbox"/> Bishop Grosseteste University <input type="checkbox"/> University of Hull

** Note: For programmes validated by the University of Lincoln you must use the RPL application form from the institution (see Moodle - HE Information Centre)*

Amount of credit exempted by RPL

Each unit or module exempted by APL should be noted, (either below or with reference to the transcript), supported by the Head of Higher Education, submitted to the HE Administration Office and recorded in the student Promonitor record. Admissions tutors must consider RPL claims within the circumstances and limitations set by the awarding body for the programme (see the Lincoln College RPL Policy for more details).

State in the box below the amount of credit to be exempted:

	State the total number of credits at level 4	State the total number of credits at level 5
RP(C)L		
RP(E)L		

Part 2 - Rationale for RPL Decision (as appropriate):

The table below allows the admissions tutor to note the rationale for units or modules exempted by RPL where the units or modules exempted do not have obvious similarity to the modules passed by the applicant, and where the second signatory would be unable to judge the appropriateness of the exemption. In this case, admissions tutors are asked to request a statement from the applicant of the rationale, aims, or outcomes of the module(s). The admission tutor’s academic judgment is the basis for the decision, but the second signatory must have sufficient information to support the award of credit.

Units / Module(s) passed (and credits attained) by applicant for which RPL is sought	Units / Modules granted exemption by RPL

Rationale for decision (detail as appropriate) (box will expand as required)

Units / Modules not exempted:

If the amount of credit exempted is **not** 120/240 credits, state the core modules **not** exempted for the stage and which **must be completed** by the applicant:

Unit / Module code	Title	Level (4/5)	State: start/end dates for this student.

Part 3 - Checklist

The following questions are intended to help as a checklist for those considering RPL claims:

	YES	NO	Comment:
Has a full transcript and syllabus information been received for certificated study? (This may be part of a previous institutional agreement)			
Are you satisfied with the documentary evidence (portfolio) for RPL? Are competencies and outcomes from the learning clearly defined - does the evidence confirm that the necessary learning has been gained from the experiences described?			
Does the evidence confirm that the applicant has completed what they claimed?			
Is there evidence that the learning has been kept up to date/is current to the standards of the academic subject and any professional requirements?			
Is there a clear match of previous learning to those of the core modules from which specific credit exemption is sought?			
Are the knowledge, skills and competencies at the level at which credit is sought?			
Are all module prerequisites sufficiently evidenced in order to satisfy requirements of the next stage modules?			
Is there a need for additional evidence in support of the credit (RPL) claim?			
Is there a need for additional evidence in support of the experiential (RPL) claim?			
Is the applicant required to attend an interview or undertake any additional work in support of the credit claim?			

If you have answered any of the above questions in the shaded areas for any of the above you **must** liaise with the applicant further before making a recommendation of offer. The decision to give RPL of applicants not meeting the requirements may be given in exceptional circumstances but a written rationale must be made and recorded centrally by the HE Administration Office.

Part 4 - Confirmation

Admissions Tutors and the Head of HE confirm the successful RPL application using one of the sections below.

I confirm that full and appropriate consideration has been given to the learning achieved by the applicant using the programme or syllabus information / transcript / portfolio in order to recommend the candidate for RPL as indicated above.	
Signature of Admissions Tutor	
Date	
Signature of Head of Higher Education	
Date	