**Application Form for Recognition of Prior Experiential or Certificated Learning**

**Before completing this form applicants are advised to:**

* **contact the relevant Course Director/ Admissions Tutor to discuss your prior learning**
* **read the Recognition of Prior Learning (RPL) guidance that is available at** [**https://www.leedsbeckett.ac.uk/student-information/course-information/recognition-of-prior-learning/**](https://www.leedsbeckett.ac.uk/student-information/course-information/recognition-of-prior-learning/) **(this gives important information about RPL and advice on how to prepare the application).**

**Postgraduate Applicants – please note claiming any form of RPL will make you ineligible for a postgraduate loan on the basis that you must study ‘a full, stand-alone masters’. Please check the website** [**www.gov.uk/postgraduate-loan**](http://www.gov.uk/postgraduate-loan) **for more details.**

*Please delete guidance text*

**Section 1 – To be completed by the applicant**

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| **Applicant Name** | *Please insert your full name* |
| **Applicant ID** | *Please insert your Applicant ID number here, eg 123456789* |

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| **Leeds Beckett Course** | *Please insert the full name of the course you’d like to join here, eg BA (Hons) Quality Assurance.* |
| **Exemption requested from** | *Please list course level(s) or individual module names/ credit value/ level of what you would like to be exempt from**Eg Level 4 (120 credits) and Level 5 (120 credits)**Or* *Basic Quality Essentials (20 credits, L4), Research in Quality Assurance (40 credits, L5)*  |
| **Learning outcomes associated with the exemption** | **Please provide details of how you have already achieved these learning outcomes and attach any evidence that support your statements** |
| *Eg, Summarise a range of indicators of quality assurance.* | *Eg, Indicators of quality assurance include reports or surveys that other people have completed that are based on their experiences and understandings of your organisation, such as customers, regulators, suppliers. Receipt of awards and recognised statuses also illustrate the quality assurance of a company. Quality is also indicated by company growth and profit levels as without quality assurance the company’s ability to succeed would be limited.* |
| *Eg, Draft formal reports using appropriate language and content for various audiences* | *Eg, In my role as Quality Assistant in an engineering company I have to produce many types of reports on a regular basis. These reports are normally used for formal reporting purposes but they inform company decision-making so I must ensure the contents are accurate and comprehensive and are relevant to the people reading them. I include graphics and tables to illustrate numerical contents, drawn from various software sources. The reports are written using terminology that readers will be familiar with and the level of seniority of staff is also reflected in the style of report used. I’ve drafted other reports for other readers, such as my team members, which are more informal and update-oriented. I’ve attached several examples of reports I’ve written that have been edited for confidentiality purposes.* |
| *Eg, Describe factors that may influence quality assurance practices* | *Eg, Numerous factors influence how quality assurance is put into practice. Staff are the key to quality assurance and therefore it is essential that they are familiar with, and support, the systems, processes, etc that ensure that the service and/ or product is of a good standard and quality. On-going, relevant and accessible staff development and guidance is fundamental to this end. Other factors include budgets and resources, external factors such as global market competition, sector changes, stakeholder strategic priorities and time constraints.* |
| *Add rows as required* |  |

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| **Additional comments** |  |

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| **Did this learning take place in the last 5 years?** | *Eg, Yes.**Or* *No, it was over 5 years ago but since that time I have kept up to date with quality assurance by reading relevant websites and publications, attending events and remaining in contact with members of the engineering industry. I have also been secretary to my local running club committee so I have maintained my report writing and Microsoft skills.* |

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| * **Is your application based on experience?**
* **Are you a postgraduate applicant or part-time undergraduate applicant?**

**If you answer yes to both questions, an RPEL fee may apply to your application[[1]](#footnote-1). Evidence of fee payment must be attached to your application.** |

**Applicant signature**…………………………………………………………………………………**Date**…………………………………

*Please return the completed form, with the supporting evidence, to the* [*Admissions Team*](http://www.leedsbeckett.ac.uk/studenthub/admissions/)*.*

**Section 2 – To be completed by university staff**

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| **International Office: Where international qualifications apply, please confirm details of academic equivalency and institutional reputation** |
| *Eg, NARIC confirms the overseas qualification as being the equivalent to a Dip HE. The awarding institution is a nationally recognised body with reputable standing.* |

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| **Name of Academic Assessor** |  |
| **Role** | *Course Director/ Admissions Tutor*  |
| **Date of assessment** |  |

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| **Please summarise your assessment of the applicant’s mapping between learning outcomes and their prior learning** |
| *Eg The applicant has articulated a strong awareness of quality assurance through the mapping exercise and has submitted a number of high quality written reports, and comprehensive CV, to evidence their abilities. The applicant has extensive knowledge of key subject matters and has demonstrable technical skills that are fundamental to this area of work.* |

I can confirm that based on the details provided above and the **attached supporting evidence**:

* the applicant has satisfied the relevant module or level learning outcomes of the Leeds Beckett course
* The prior learning remains current and relevant to the Leeds Beckett course
* The applicant has sufficient and appropriate prior learning to successfully undertake the remaining modules on the Leeds Beckett course

I, therefore, recommend this applicant be awarded credit for the following module(s)/ level(s) that will contribute to the achievement of their target award.

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| **Recommended exemptions *(Please list module name/ level and credit value)*** |
| *Eg, Level 4:* *Basic Quality Essentials (20 credits)The Impact of Quality (20 credits)Legal Quality (40 credits))Researching Quality (20 credits)People Power in Quality (20 credits)**Or 120 x L4 credits* |
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**Course Director/ Admissions Tutor *(please delete as applicable)***

Name…………………………………………………………………………………………..

Signature…………………………………………………………………………………….. Date………………………………….

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| **RPL Approval Board** |
| Comments and Recommendation(s) to the Progression and Awards Board*Eg, Strong application, recommend full approval**Or**Evidence of prior learning being equivalent to Legal Quality module learning outcomes is not sufficient, recommend partial approval of the application, for the following modules:**Basic Quality Essentials (20 credits)* *The Impact of Quality (20 credits)* *Researching Quality (20 credits)* *People Power in Quality (20 credits)* |

The RPL Approval Board can confirm that:

* the Course Director/ Admissions Tutor’s recommendation for approval is evidence-based
* the decision-making process has been conducted fairly, equitably and transparently
* where credit is awarded, standards of the University awards will be maintained

Chair’s Signature……………………………………………………………………Date of Approval………………………………….

1. Please check whether a fee applies to your course from the Admissions Team or Course Director [↑](#footnote-ref-1)