

RPL (RPCL and RPEL) 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 Admissions and Applicant Services (or other designated administrative area with responsibility for admission to the programme).

For registered students the information **must** be provided to Student Services Directorate. Academic Units and Faculties **should** keep a record of all RPL records of decisions.

Part 1 – Application Details

Applicant name	
Applicant code/Student number	
Programme of study (PoS) and PoS code	

Amount of credit exempted by RPL

Each module exempted by RPL **should** be noted, (either below or with reference to the transcript), supported by the Dean or Dean's nominee, submitted to the Admissions and Applicant Services or Student Services Directorate and recorded in the Academic Unit RPL record.

a) Stage credit exemptions: undergraduate

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

	State the total number of credits at the certificate stage (1st 120 credits, maximum 120 credits) for which RPL is given	State the total number of credits at the diploma stage (2nd 120 credits, maximum 120 credits) for which RPL is given
RPCL		
RPEL		

b) Stage credit exemptions: postgraduate

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

	State the total number of credits at the certificate stage (1 st 60 credits, maximum 60 credits) for which RPL is given	State the total number of credits at the diploma stage (2 nd 60 credits, maximum 60 credits) for which RPL is given
RPCL		
RPEL		

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

The table below allows the admissions tutor to note the rationale for modules exempted by RPL where the 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 University of Hull credit.

[illegible]

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

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** at the stage end by the applicant:

Module code	Title	Level (3/4/5/6/7)	State: Trimester (1/2); SF/LT OR start/end dates for this student.

Part 3 - Checklist

The following questions are intended to help as a checklist for those considering RPL (RPEL or RPCL) 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 RPEL? 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 to satisfy requirements of the next stage modules?			
Are regulations regarding minimum credit to gain the University of Hull award adhered to?			

Is there a need for additional evidence in support of the credit (RPCL) claim?			
Is there a need for additional evidence in support of the experiential (RPEL) 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 in the annual report on RPL decisions.

Part 4 - Confirmation

Admissions Tutors and the Dean of Faculty (or nominee, for example the *faculty* admissions tutor) confirm the successful RPL application using one of the sections below. The requirement for a second signatory is consistent with university requirements regulating the award of University of Hull credit.

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 to recommend the candidate for RPCL or RPEL as indicated above.	
Signature of Admissions Tutor	
Date	
Signature of Dean or nominee of the Dean	
Date	

