Annex R

Form 1: Recognition of Prior Certificated Learning (RPCL) Recommendation Form

This form is designed to provide information to Admissions Officers/Course Leaders when making recommendations on Recognition of Prior Certificated Learning (RPCL). The form should be read in conjunction with Annex R of the Code of Practice for Quality Assurance of Taught Courses of Study.

RPCL relates to learning which is at a higher education level, but has not been awarded credits or a qualification by a UK HEI. For example, qualifications awarded by a non-UK higher education degree awarding body.

This form should be used for both new and existing students seeking RPCL. For existing students the Course Leader should complete this form.

This form should not be used for students currently studying full-time at another UK university who wish to transfer to a University of Kent course via UCAS (MORA can advise on this process). Neither should it be used for applicants/ students seeking approval to use credit from a UK HEI (such cases should be processed in line with the Credit Transfer requirements stated in [Annex R](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-r) section 8 and the [Credit Framework](https://www.kent.ac.uk/education/regulatory-framework/credit-framework) section 10.

**Please Note:** Claims for RPCL are assessment decisions, therefore Schools/ Divisions recommending approval of a claim for RPCL should be confident that the prior learning involved is comparable to assessment/learning taken at the University.

The following criteria should be considered when assessing a claim’s suitability:

* ***Acceptability*** – is there any appropriate match between the evidence presented and the learning being demonstrated? Is the evidence valid and reliable?
* ***Sufficiency*** – is there sufficient evidence to demonstrate fully the achievement of the learning claimed?
* ***Authenticity*** – is the evidence clearly related to the applicants’ own efforts and achievements?
* ***Currency*** – does the evidence relate to current learning? Where professional bodies and/or Schools have specific requirements and/or time limits for the currency of evidence, certification or demonstration of learning, these should be made clear and transparent.

Early application is recommended for all RPCL claims to ensure that approval decisions are confirmed prior to the commencement of modules being claimed against.

Completed forms should be forwarded by the Admissions Officer to the Secretary to the relevant Board of Studies for the course, who will pass the claim for RPCL to the Chair for consideration.

**Guidance Notes:**

**Section 1: Applicant and Prior Learning details**

* Provide full details of the applicant and the prior learning that forms the claim.

**Section 2: Recommendation**

* This requires completion of a checklist confirming all the requirements of the Code of Practice and Credit Framework for RPCL claims have been met.
* When recommending that an RPCL claim should be approved, Admissions Officers should provide a brief rationale as to why.
* If the Admissions Officer requires further advice, because a claim is considered complex[[1]](#footnote-2), then academic support can be sought from the Divisional Director of Education and UG Student Experience/Graduate Studies and PG Student Experience (as applicable).

Completed forms should be forwarded by the Admissions Officer to the Secretary to the relevant Board of Studies for the course, who will pass the claim for RPCL to the Chair for consideration.

**Section 3: Board of Studies Approval**

* This section of the form is for completion by the secretary to the relevant Board of Studies. The Board of Studies will consider the Guidance Checklist, Supporting rationale and supplied mapping when making their decision on a claim.

**Section 4: Mapping**

* Approval of RPCL claims are assessment decisions, and as such evidence must be provided to demonstrate the prior learning is comparable to that undertaken at the University. To support this, please provide a mapping evidencing how an applicant/student’s prior learning maps to relevant Kent learning outcomes.

**Stage Mapping** - For claims relating to a complete stage or stages of a course, the template provided in **Appendix A** should be completed. This provides the framework for mapping the prior learning to the Course Learning Outcomes tested in the relevant stage of the Kent course of study.

To support this, refer to the Module Map that forms part of the Kent course specification, which clearly demonstrates the Course Learning Outcomes achieved at each stage of the course.

**Module Mapping -** For claims for less than a whole stage (i.e. individual module(s) are being claimed against), the template provided in **Appendix B** should be completed. This provides the framework for mapping prior learning to the module learning outcomes tested in the module(s) being claimed against.

To support this, refer to the relevant Kent module specification, which clearly demonstrates the Module Learning Outcomes required to be met in order to successfully complete that module.

# Recognition of Prior Certificated Learning (RPCL) Recommendation Form

# Section 1: Applicant and Prior Learning details

|  |  |
| --- | --- |
| Name of Applicant |  |
| UCAS/KentVision ID Number |  |
| Expected Start Date |  |
| School |  |
| Division |  |
| Course of Study |  |

|  |  |
| --- | --- |
| Name of External Awarding Body |  |
| Title of Award |  |
| Date of Award (or dates of study if award not completed) |  |
| Location of Study (i.e. if prior learning studied overseas) |  |

|  |  |
| --- | --- |
| Level of Award (i.e. level 4, 5, 6, 7 – for overseas awards equivalency of level should be established)[[2]](#footnote-3) |  |
| Volume of General Credit (i.e. how much credit the award is worth overall) |  |
| Volume and Level of Specific Credit to be Accredited to Kent course (i.e. the level and amount of credit from the award, being used on the Kent award)[[3]](#footnote-4) |  |

|  |  |
| --- | --- |
| Volume and Level of any additional credit being claimed (i.e. from Credit Transfer, or Accreditation of Prior Experiential Learning claims). |  |

# Section 2: Recommendation

Please complete the following checklist, which is intended to ensure all the requirements of the Code of Practice and Credit Framework for RPCL claims are met.

Please confirm that:

|  |  |  |
| --- | --- | --- |
|  |  | **Yes/No** |
| 1. | The learning completed by the applicant is current (within five years) |  |
| 2. | The amount of credit claimed is within the University of Kent Credit Framework limits (see [Annex 3](https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-3)) |  |
| 3. | Where applicable equivalency with UK credit been established (i.e. for awards achieved overseas)? |  |
| 4. | The Admissions Officer has seen copies of relevant certificates/transcripts |  |
| 5. | The Admissions Officer has seen copies of relevant syllabuses |  |
| 6. | Where the evidence relating to an applicant's prior learning has been submitted in a language other than English:  The Admissions Officer possess sufficient competence in the language in question in order to make an effective assessment of it  **OR**  A translation into English has been received. |  |

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| --- |
| Please provide a brief rationale on why you are recommending that this claim is approved. |
|  |

**Name of Admissions Officer:**

**Date:**

# Section 3: Board of Studies Approval

Secretary of relevant Board of Studies to complete:

Please consider the information provided in Sections 1 and 2 of the form, and the mapping provided in the Appendix, when considering if this claim for RPCL can be approved.

If the claim is rejected please provide comments. These comments will be use to feedback to the applicant/student.

**DECISION (Please tick):**

|  |  |  |  |
| --- | --- | --- | --- |
| ***APPROVED*** |  | ***REJECTED*** |  |

|  |
| --- |
| **Comments (if applicable)** |
|  |

**Name of Chair of Board of Studies:**

**Date**:

# Section 4: Mapping

* **Stage Mapping** - For RPCL claims relating to a complete stage or stages of a course, the template provided in **Appendix A** should be completed.
* **Module Mapping -** For RPCL claims for less than a whole stage (i.e. where individual modules are being claimed against), the template provided in **Appendix B** should be completed.

# Appendix A – Stage Learning Outcome Mapping

|  |  |
| --- | --- |
| Kent Course Learning Outcomes (Please indicate the Course Learning Outcomes from each stage of the Kent course for which credit is sought – CLOs by stage can be identified through a course specification’s module map document).  (Add further lines if necessary) | Basis on which Prior Learning Meets Stage Learning Outcomes (Please provide an indication of how the applicant/student’s prior learning meets the stage learning outcomes of the Kent award. Please make direct reference to the syllabus of the external award) |
| **Course Learning Outcomes for Stage 1** | |
| **Knowledge and Understanding:** |  |
| **A1** |  |
| **A2** |  |
| **A3** |  |
| **A4** |  |
| **A5** |  |
| **Intellectual Skills:** |  |

|  |  |
| --- | --- |
| **B1** |  |
| **B2** |  |
| **B3** |  |
| **B4** |  |
| **B5** |  |
| **Subject-specific Skills:** |  |
| **C1** |  |
| **C2** |  |
| **C3** |  |
| **C4** |  |
| **C5** |  |
| **Transferable Skills:** |  |
| **D1** |  |
| **D2** |  |
| **D3** |  |
| **D4** |  |
| **D5** |  |

Please provide a Stage Learning Outcome mapping for each stage being claimed for.

# Appendix B – Module Learning Outcome Mapping

|  |  |
| --- | --- |
| Kent Module Learning Outcomes (Please indicate the Module Learning Outcomes from each module of the Kent course for which credit is sought).  (Add further lines if necessary) | Basis on which Prior Learning Meets Module Learning Outcomes (Please provide an indication of how modules undertaken by the applicant/student’s meet the learning outcomes of Kent modules against which credit is sought. |
| **Kent Module:** | **External Module:** |
| **Subject Specific Learning Outcomes:** (these are detailed in the module specification) | **Module learning Outcomes** that map against the Kent module learning outcomes in the first column. |
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|  |  |
| **Generic Learning Outcomes:** (these are detailed in the module specification) | **Module learning Outcomes** that map against the Kent module learning outcomes in the first column. |
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Please provide a Module Learning Outcome mapping for each individual Kent module being claimed for.

1. Whether a claim is complex is for the person assessing the claim to determine. [↑](#footnote-ref-2)
2. Equivalency of overseas awards to the Framework for Higher Education Qualifications for England, Wales and Northern Ireland (FHEQ) can be checked using services such as NARIC. Please contact Admissions for further advice in regard to making such checks. [↑](#footnote-ref-3)
3. For example, with a claim for the whole of Stage 1 of a Kent award the information provided here would be 120 credits at level 4, for a claim for Stages 1 and 2 of a Kent award, the information provided here would be 240 credits at levels 4 and 5. [↑](#footnote-ref-4)