Annex R

Form 3: RPEL Portfolio Supervisor Form

# Guidance notes:

This form is to be filled in by the Portfolio Supervisor once an RPEL portfolio is completed. The Portfolio Supervisor will recommend whether the RPEL portfolio has met the learning outcomes for the credit applied for.

Portfolios should, where possible, be submitted in an electronic format. If this is not possible then a hard copy should be submitted.

Two copies of the portfolio should be produced; one for the Portfolio Supervisor and one for the appropriate Board of Studies. These must both be submitted to the Portfolio Supervisor, who will arrange for one copy to be submitted to the secretary of the Board of Studies.

The Portfolio Supervisor will submit the completed Portfolio Supervisor Form to the secretary of the Board of Studies along with the portfolio.

The form should be used for both new and existing students seeking RPEL. Early application is recommended for all RPEL claims and applicants should be aware of the admissions deadlines for the courses for which credit is sought.

# Section 1: Applicant and RPEL details

Please complete the applicant details and details relating to the RPEL claim, providing as much information as possible.

**Note:** If you have a number of applicants claiming the same level and volume of RPEL from the same experiential learning onto the same course, you may need a separate approval meeting to consider the portfolios.

# Section 2: RPEL Portfolio

Please answer each question in relation to the applicant’s RPEL portfolio. The Board of Studies will use this information to help inform their final recommendation and the award of credit for the applicant’s prior experience.

Under question 8 please make your final recommendation on whether you think that the applicant should have their RPEL claim approved, and if so what level and volume of credit you believe should be awarded. This may be different from the amount applied for, depending on the portfolio presented.

If you decide to recommend the award or the rejection of the RPEL claim, please provide a rationale for your decision.

# RPEL Portfolio Supervisor Form

This form is to be completed by the RPEL Portfolio Supervisor

# Section 1

|  |  |
| --- | --- |
| Applicant Details | Accreditation of Prior Experiential Learning Details |
| Name of Applicant |  | Date(s) of Experiential Learning |  |
| Student I.D. No. (if known) |  | Volume and Level of Credit from RPEL to be accredited to Kent Course[[1]](#footnote-1) |  |
| Expected Start Date |  | Volume and Level of any RPCL also being claimed |  |
| Division |  | Name of External Awarding Body |  |
| School |  | Title of External Award |  |
| Course |  | Date of Award |  |
| Full/Part-Time |  |  |  |

# Section 2

|  |
| --- |
| **Have you considered the following in relation to the RPEL Portfolio?** |
|  |  | **Yes/No** | **Please provide supporting comments:** |
| 1. | Is the background of the experiential learning relevant to the credit sought? |  |  |
| 2. | Is the portfolio’s presentation and organisation good? |  |  |
| 3. | Does the portfolio meet the requirements of currency and authenticity? |  |  |
| 4. | Have any additional activities been carried out in support of the portfolio i.e. viva, performance, interview? |  |  |
| 5. | Is the content sufficient for the level of credit being applied for? |  |  |
| 6. | Does the portfolio evidence in your opinion meet the learning outcomes of the module(s) for which credit is sought? |  |  |
| 7. | Are there any additional comments you believe the BoS should be aware of? |  |  |
| 8. | Before making your recommendation:* Is the amount of credit claimed within the Kent Credit Framework?
* Is the claim within the RPEL regulations?
* Has the mapping between the experiential learning and the Kent award been clearly demonstrated?
 |  |  |
| 8. | Do you recommend that the credit is awarded? If yes please state the level and volume of credit you recommend. Please provide a rationale for your decision.  |  |  |

**Name of Portfolio Supervisor: Date:**

1. Please consult the Credit Framework to ensure that the credit being claimed is within the regulations. [↑](#footnote-ref-1)