

**Application for Recognition of Prior Experiential Learning**

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| --- | --- |
| 1. **Student Matriculation Number**
 |   |
| 1. **Full Name**
 |  |
| 1. **Programme of Study**
 |  |
| 1. **Type of RPL Claim**
 |  **Recognition of Prior Experiential Learning (RPEL)** |

There are two Stages to an RPEL claim. Completion of this form enables you to apply for Stage 1. Before submitting this form, make sure you have sought advice from your Programme Leader and/or a member of the RPL Panel in relation to your claim.

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| **Recognition of Prior Experiential Learning****Stage 1** |
| **Name of QMU module code and title or indicate if you are seeking recognition of “general credit”**  | **SCQF level** | **Credits** | **Brief descriptions of learning experiences** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

*Add additional rows if necessary*

***If you wish your prior experience to be matched to a module or modules:***

For Stage 1: Please attach the learning outcomes of the module from which you are seeking exemption, and on a separate sheet indicate how your learning experience match the learning outcomes.

You may also include a brief (max 1 page A4) supporting summary from your Programme Leader (or Module Co-ordinator)

***If you wish your prior experience to be claimed as general credit:***

For Stage 1: Please attach your own learning outcomes, which you intend to complete with the assessment of your experiential learning. In designing these learning outcomes, you need to look at the programme aims and the appropriate SCQF level and to talk to your Programme Leader.

You may also include a brief (max 1 page A4) supporting summary from your Programme Leader.

Please return the form and your learning outcomes to your Programme Leader with a brief overview of how the learning outcomes will be evidenced for feedback prior to submission to RPL Panel.

**Stage 1 RPEL submission**

Forms and supporting documentation are required to be submitted to the RPL Panel Secretary at least one week in advance of the RPL Panel meeting.

The RPL Panel will consider your Stage 1 application and you will normally be notified of the outcome within two weeks of that meeting.

If your Stage 1 RPEL application is accepted, you will also receive details of the work required for Stage 2 of the process.

Moving from Stage 1 to Stage 2 of the RPEL process incurs a cost - <https://www.qmu.ac.uk/current-students/current-students-general-information/fees-and-charges/2021-22-undergraduate-fees/>

**Stage 1 RPEL outcome**

|  |  |
| --- | --- |
| **Name of student (+ matric number)** |  |
| **Total credit being applied for** **(+ level)** |  |
| **Recommendation to RPL Panel from Programme Leader**  |  *(include suggested timescale and internal supervisor/mentor)* |
| **Programme Leader Signature**  |   ……………………………………………….. date …./…../……… |
| **RPL Panel Outcome of Stage 1 claim** | Outcome Approved / Not Approved (delete as appropriate)Scope of work:TimescaleSupervisorProposed Subject Area AssessorProposed External Assessor (appointed by RPL Panel)Fee: |

|  |  |
| --- | --- |
| **RPL Panel Outcome of Stage 2**  | Outcome Approved / Not Approved (delete as appropriate)Subject Area assessorExternal Assessor Credits awarded:Signed: …………………………………………….. date ………… Convener of RPL Panel |



**Recognition of Prior Experiential Learning Stage 2 feedback Sheet**

|  |  |
| --- | --- |
| **Student Matriculation Number** |  |
| **Full Name**  |  |
| **Programme of Study** |  |
| **Module Code & Module Name** |  |
| **Number of credits awarded** |  |
| **Level of credits awarded** |  |

|  |  |
| --- | --- |
| **Feedback**  |  |

**Decision**

**Assessor 1:** …………………………………………. **Date** ……………….

Signed and print name

**Assessor 2:** …………………………………………. **Date** ……………….

Signed and print name