Claiming Recognition of Prior Certificated Learning (RPCL)

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Welcome

Recognition of Prior Certificated Learning (RPCL) refers to the formal recognition, assessment and award of credit for certificated learning. Certificated learning refers to qualifications or awards gained before the current programme of study, from a recognised body, based on a validated assessment process.

**​Please note that credit already awarded by the University of Derby as part of a University award cannot be used as part of an RPCL application against a second award.**

In making your claim for RPCL you will need to ensure that it meets the following criteria, as determined by the Quality Assurance Agency for Higher Education:

* **Acceptability** – is there an appropriate match between the evidence you are presenting and the learning being demonstrated? Is the evidence valid and reliable? Is the previous qualification at the same academic level or higher?
* **Sufficiency** – is there sufficient evidence in a previous qualification to demonstrate That the learning outcomes have been met?
* **Currency** – does the evidence relate to current learning? **For certificated and experiential RPL claims only learning that has occurred up to five years before the start date of the award will be considered.**

The maximum credit that may be awarded is as follows:

| **Award** | **Total credit required for award** | **Maximum credits available as RPL** |
| --- | --- | --- |
| Professional Doctorates or Practice-based Doctorates | 120 - Level 7 | 60 |
| Master of Professional Practice - Research Skills modules | 180 - Level 7 | 60 |
| Masters Award | 180 - Level 7 | 60 |
| PG Diploma | 120 - Level 7 | 40 |
| PG Certificate | 60 - Level 7 | 20 |
| Undergraduate awards | n/a | Level 3 – 60 credits  Level 4 – 60 credits  Level 5 – 60 credits  Level 6 – 60 credits |
| Programmes with no stage awards (eg OCN, NVQ, GNVQ, HNC/D) | n/a | 50% of the total credit (or less if specified by national awarding body) |

For further information please refer to [Academic Regulations Recognition of Prior Learning](https://www.derby.ac.uk/about/academic-regulations/)

How to make an application

The RPCL application form can be found on page 6. Please submit the following **with** your completed application form:

* a copy of your certificate and transcript
* the detailed module specification/module learning outcomes of the module(s) you have studied previously.

To consider your application, we will need appropriate evidence from you that your prior learning matches the course content/module you wish to be exempt from. You must evidence through your application that you have met the module learning outcomes as they are required to meet the overall programme learning outcomes and these must be met to attain the award.

For us to consider your prior learning, your previous qualification needs to be of an equivalent academic level to the module you are applying for exemption from.

Submitting your application

**E-mail** your completed RPCL application form along with your supporting evidence as attachments to UDOL-PSTstudent@derby.ac.uk with the subject line: **“RPL CLAIM and [your name] and [student number]”**

Please look at the checklist below to ensure you have included all the correct documentation:

1. Completed RPCL application form
2. Official transcript and certificate for previous qualification
3. Module learning outcomes for the previous qualification. These can usually be found in the module handbook, but you may need to contact your previous institution to obtain these.

**Please note**: the application of RPL should normally be made alongside an application for the programme of study. Where this is not possible, RPL applications should be made no later than one calendar month before the end of teaching on the modules involved.

The RPL process can take up to two months therefore, if you apply after the application deadlines given below, we cannot guarantee a decision before the start of teaching. However, if you apply after the RPL application deadline for your intake, your application will still be considered, and you can still enrol while awaiting the outcome of your claim.

If you are enrolled on a module which is subsequently approved for RPL, this module will be dropped without charge.

If you are applying for RPL for the first module of your programme and you are unsure how this may affect your start, don't hesitate to get in touch with the Enrolment Team at UDOLenrolment@derby.ac.uk to discuss your options.

**Deadlines for RPL Application:**

If you are applying for the September intake, the deadline date for RPL applications is **31st August**

If you are applying for the January intake, the deadline date for RPL applications is **4th January**

If you are applying for the May intake, the deadline date for RPL applications is **4th May**

RPCL Application for a module/level of study

**PART A Applicants Personal Details**

| **Information required** | **Your details** |
| --- | --- |
| Student ID: |  |
| First name: |  |
| Last name: |  |
| Programme title: |  |
| Programme code: |  |
| Email address: |  |
| Telephone number 1: |  |
| Address: |  |

**PART B Module details - Please provide details of the module/s you are applying for and the RPCL evidence relevant to that module**

Please note, University of Derby (UoD) modules can be found on the programme [webpage](https://www.derby.ac.uk/online/).

| **Module Title**  (Details of UoD module) | **Module code**  (Details of UoD module) | **Level**  (Details of UoD module) | **Number of credits**  (Details of UoD module) | **RPCL Evidence**  (Details of your previous qualification and year awarded) |
| --- | --- | --- | --- | --- |
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**PART C Assessment of RPCL – Office use only to be completed by the academic assessor.**

| **Module Code** | **Approved/Rejected** | **Academic Assessor Comments** |
| --- | --- | --- |
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| Academic Assessor name: |  |
| --- | --- |
| Academic Assessor signature: |  |
| Date: |  |
| UDOL area or College: |  |