



RECOGNITION OF PRIOR LEARNING APPLICATION FORM

Please complete this form if you wish to apply for recognition of prior learning (certified or experiential). You will need to include relevant documentation to support your application.

You can contact our Higher Education team at AdminHE@ActivateLearning.ac.uk for further information and guidance, or call the Admissions team on 0800 612 6008.

You can read more about our Higher Education Recognition of Prior Learning Procedure by clicking [this link](#).

SECTION 1 – Personal Details

Applicant full name:	
Applicant Student ID number:	
Applicant postcode:	
Course name:	
Course code:	
Email address:	
Phone number:	

SECTION 2A – Recognition of Prior Certificated Learning (if applicable)

Please complete this section with records of your **certificated learning**. This is for any qualifications, awards or certificates you have obtained.

If you are not sure of the level of your qualifications, please check the government website for clarification: [GOV UK: What qualification levels mean](#).

Qualification title and awarding body	Award level	Unit or module title Please include number of academic credits, if known	Date of study
<i>Please add more rows as required</i>			

SECTION 2B – Recognition of Prior Experiential Learning

Details of learning	Evidence provided
<i>Example: I have six years' experience of working as a middle manager and recently completed an in-house leadership and management course.</i>	<i>Examples: Letter from employer Job description Outline of leadership and management course</i>
<i>Please add more rows as required</i>	

SECTION 3 – To be completed by Activate Learning

RPL Decision	
If decision is to reject, please add notes and reason for the applicant.	

RPL Credit to be assigned	Level 4	Level 5	Level 6	Level 7	Level 8

Offer conditions (if applicable)	
Alternative course (if applicable)	
Notes for applicant	

Modules <u>covered</u> by RPL	Level of study	Credits

If the total RPL credit at any level is less than 120 credits, please list the remaining modules at that level that the student must study:

Modules <u>not covered</u> by RPL	Level of study	Credits

RPL Approved by	RPL Adviser	Date
	RPL Assessor	Date
Entry point (E.g. 1, 2, 3)		
Intake month		

Once completed, please email the form to
[**AdminHE@ActivateLearning.ac.uk**](mailto:AdminHE@ActivateLearning.ac.uk)

