



Recognition of Prior Learning

Handbook 2024-2026

Summary

This handbook is designed for students undertaking programmes of study in the Faculty of Nursing, Midwifery and Palliative Care at King's College London who wish to apply for Recognition of Prior Learning (RPL).

This handbook should be used alongside the University's [Recognition of Prior Learning procedure](#) policy and the [King's Academic Manual](#) of Academic Regulations, Policies and Procedures.

Please contact the accreditation administrator at NursingRPL@kcl.ac.uk for advice and guidance.

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Introduction

Welcome to your studies at the Florence Nightingale Faculty of Nursing, Midwifery, & Palliative Care King's College London. This handbook provides information about the process of making a Recognition of Prior Learning (RPL) claim. This can form an important part of your studies with us.

What is Recognition of Prior Learning?

Recognition of prior learning (RPL) is a process through which the university recognises two types of previously attained learning;

- Prior certified learning (RPCL) - learning that has been assessed and for which credit has been awarded, often by the university or another Higher Education Institution inside or outside of the UK;
- Prior experiential learning (RPEL) - learning undertaken through experience, informal learning, development or training. This learning usually occurs in a workplace and before the applicant enters the programme.

This procedure has been designed in accordance with the university's [Recognition of Prior Learning Procedure](#) and, for the appropriate pre and post registration programmes, in line with the Nursing and Midwifery Council (NMC) [Standards for Education and Training framework](#). For programmes which include accreditation or recognition by another professional or regulatory body or have any additional criteria outlined in their programme outline, please see programme handbooks for further information.

Who Can Apply – Pre-Registration Programmes

Programme	UCAS Code	What can you RPL	Who handles the application
Nursing with registration as an Adult Nurse BSc	B740	Up to 75 clinical placement hours of Part 1 requirements as RPEL	RPL panel
Nursing with Registration as a Children’s Nurse BSc	B730		Details are included in this handbook and on your KEATs cohort admin page
Nursing with Registration as a Mental Health Nurse BSc	B760		
Midwifery with Registration as a Midwife BSc	B720	No RPL is currently permitted on this programme	
Nursing with registration as an Adult Nurse MSc	B742	RPL is a requirement of application, please see full course details on the pre-registration NMPC page	Admissions team through UCAS applications portal
Nursing with registration as a Mental Health Nurse MSc	B762		Details for this are not included in this handbook
Master of Nursing (MNurse) in Nursing with registration as an Adult Nurse and a Mental Health Nurse	B743		

Who can Apply and What Fees are Payable – Post-Registration Programmes

Applications for RPL come with an administrative processing fee.

Programme	Requirement for entry or option within programme?	RPL administrative fees payable by the student?	Who processes applications and how do students apply?
Clinical Research Delivery MSc	Requirement for Entry – Admission with Advanced standing 30 or 60 credits only	No	Admissions team with programme lead as affiliate board member and RPL chair as decision makers. Full details on the King's website .
Clinical Research Delivery PG Dip			
Clinical Practice BSc	Option	Yes	RPL panel through e-portfolio application, link and process on the Continuing professional development webpage under Recognition of Prior Learning
Nursing Studies BSc	Option	Yes	
Advanced Clinical Practice MSc	Option	No	
Advanced Clinical Practice PG Dip	Option	No	
Diabetes - Clinical Care and Management MSc	Option	Yes	
Diabetes - Clinical Care and Management PG Dip	Option	Yes	
Diabetes - Clinical Care and Management PG Cert	Option	Yes	
Clinical Research MSc	Option	Yes	
Clinical Nursing MSc	Option	Yes	
Palliative Care MSc	Option	Yes	
Palliative Care PG Dip	Option	Yes	
Palliative Care PG Cert	Option	Yes	
Our programmes are always expanding, please contact your programme lead if your programme is not listed to see if RPL is possible. Please note that due to current legislation RPL cannot be awarded for any Midwifery programmes of study.			

For programmes where the student is responsible for RPL fee payment, the total required to process the application is:

- £190 per 15-credits (maximum fee of £760 for 60 credits)

- £760 for advanced standing accreditation (equivalent to 120 credits)

The fee is non-refundable if the application for recognition is not successful.

Please be advised that the administrative fee for Recognition of Prior Learning (RPL) is **distinct from tuition fees**. Payment of the RPL fee is required for the assessment process and **does not reduce, offset, or otherwise impact your tuition fee liability**.

For comprehensive information regarding tuition and residence fee payment schedules, accepted payment methods, and frequently asked questions, please refer to the [Student Fees Hub](#).

What can be considered for RPL?

This varies depending on the programme and is best discussed with the programme lead.

For pre and post registration programmes, you cannot apply for RPL for more than 50% of the credits in your programme, or more than half of the time required to study. For example, if you are on an MSc programme (180 credits) you could apply for up to 90 credits. If you are on a two-year programme, you could apply for up to 1 year of study. These applications would then be considered on a case-by-case basis.

Most students use RPL to replace optional modules within their programme. Core or mandatory modules are only considered for RPL if the student can prove that the qualification undertaken is equivalent to the core module they wish to replace. Generally, the core module would need to match the learning outcomes as well as the credit total of the module you have previously undertaken. Acceptable evidence requirements can be found later in this handbook.

Prior learning can only be recognised against existing approved programme modules, and only for a whole module. If the module you have previously undertaken at another institution was for a different credit amount than the module(s) you are seeking exemption from, then we advise you contact the nursingrpl@kcl.ac.uk email address for specific advice.

7Credits can only be used once towards an award or programme of study. So, if the modules you have previously undertaken have been used towards another award, then you would need to rescind that award and they cannot be used again. Typically, this means you can RPL only stand-alone modules. There are exceptions when articulation agreements are in place.

Marks and Grades

The university does not recognise any marks or grades achieved at other institutions. If you choose to apply for Recognition of Prior Certified Learning, the credits are transferred but the marks awarded are not considered in your programme award.

Prior Learning at King's College London

If you are enrolled on a programme and have previously undertaken a credit bearing module(s) at KCL that was not used towards an award, you may be able to transfer the credits or apply for RPL. If the module was undertaken at King's within the last 5 years, then no RPL application is required.. Please speak to your programme lead and contact the nursingrpl@kcl.ac.uk admin team for support. There is generally no fee for this service.

If you have completed a credit bearing module at KCL more than 5 years ago, you will need to complete a [RPL application](#) with evidence that you are continuing to use the knowledge and/or skills gained in your practice. Suitable evidence can be found later in this document. A fee may be payable depending on the programme of study (see the list of programmes above). Whether this requires a fee to be paid is dependent on the programme of study (see the list of programmes above).

Decision Making

A Faculty Accreditation Panel will consider all RPL applications and decide on the outcome. The panel is headed by a chair who will make the final decision, and consists of both academics and professional service colleagues.

Where appropriate, associate panel members are consulted, these can be:

- Heads of Department
- Departmental Education Leads
- Programme Leads

The majority of application decisions are made through a panel meeting, however a decision can be made by the chair as a 'chairs action' where required, in collaboration with Programme Leads. Although the vast majority of applications are assessed by the whole panel, an application can also be considered by the chair in collaboration with Programme Leads when required. This tends to be where specialist clinical or programme knowledge is required to inform the academic decision, such as in the PG Dip and MSc Clinical Research Delivery programmes.

When to Apply

For pre-registration programme students, when to apply for RPL is dependent on the programme you are applying for or are enrolled on. Some pre-registration programmes have an RPL requirement as part of the application process (as listed above) but the procedure for this is not covered in this handbook. Please contact our admissions team who manage this RPL process through the UCAS admissions portal if you have queries.

For our pre-registration BSc Nursing students with registration (all pathways: adult, child and mental health) applications for RPL can be made in the first term. You will receive a letter once enrolment has finished (normally 2 weeks after the term start) with details for applications in term 1. Further information will be available on your KEATs cohort admin page (available post enrolment).

For all post registration Programmes the RPL panel for the faculty meets once per term, application deadlines are published on the faculty's [Continuing Professional Development](#) website under the [RPL](#) section. The panel sits 2 weeks after the deadline listed and the decision will be available to you no later than 2 weeks after the panel sits (4 weeks after the application deadline). If for any reason your decision is delayed, you will be contacted.

Outcomes

For all RPL applications there are 3 possible outcomes:

- Accepted – credits and level awarded are stipulated
- Rejected
- Pending – further evidence or clarification required

For pre-registration programmes the timeline for outcomes will be available on your KEATS cohort admin page.

Post- registration RPL Outcome Timelines

If the applications are accepted the credits will appear on your student records as RPL within 2 weeks of the panel meeting dates, which are 2 weeks after the deadlines as published on the [Continuing Professional Development website](#).

Rejected outcome decisions for using RPL towards an award is a matter of academic judgement as there is no reasonable chance of it being successful. Please refer to the appeals section below and the university's [procedure for RPL](#) policy for further details.

Reasons for rejection of applications for RPL may include, but are not limited to, the following:

- a. there is insufficient evidence to confirm that the learning outcomes claimed are the equivalent of relevant learning outcomes for the module or programme
- b. there is insufficient evidence to confirm that the experience claimed for is of the appropriate credit level
- c. the experience claimed for took place outside of a reasonable timescale before the end of the programme of study to which the application relates
- d. the student has not been able to demonstrate achievement of appropriate learning outcomes from the experience claimed.
- e. There are professionalism concerns within the application

The credit applied for exceeded the programme maximum for RPL considering NMC (or other professional regulatory body) requirements and/or university requirements and/or programme core module requirements

Appeals

Students cannot appeal against the judgement of the Assessment Sub-board or their nominee on an RPL application unless there is clear evidence of a significant administrative or regulatory error. If the student believes there is clear evidence of a significant administrative or regulatory error, they may appeal in writing to the [Student Conduct and Appeals Office](#) within 14 days from the date of issue of the decision citing the grounds and basis of the appeal, with evidence as appropriate.

Evidence or Supporting Information for an RPL application

RPL Category	Evidence Required
Credit awarded by KCL within last 5 years	Nil, please contact your RPL admin team who can check your KCL student record, typically no RPL application is needed
Credit awarded by KCL over 5 years ago	<ol style="list-style-type: none"> 1. Transcript or Record of Agreed Results (ROAR) 2. Evidence you have continued to use the knowledge and/or skills since the module was undertaken (job description, personal statement, CV, reference/support letter) 3. Evidence of continuing CPD (relevant study days or training)
Credit awarded by other UK Institutions within last 5 years	<ol style="list-style-type: none"> 1. Transcript 2. Module outline/ specification
Credit awarded by other UK Institutions over 5 years ago	<ol style="list-style-type: none"> 1. Transcript 2. Module Handbook or module outline including module aims, outcomes and assessment strategy(ies) 3. Evidence you have continued to use the knowledge and/or skills since the module was undertaken (job description, personal statement, CV, reference/support letter) 4. Evidence of continuing CPD (relevant study days or training)
Credit awarded by overseas institutions	<ol style="list-style-type: none"> 1. Transcript (translated to English as necessary) 2. Module outline/ specification including student workload (hours)
Experiential learning	<ol style="list-style-type: none"> 1. A reference/supportive letter from employer, current or recent 2. CV or job description 3. Portfolio/ examples of work undertaken 4. Personal statement demonstrating how each of the learning outcomes have been achieved (please see the module or programme handbook for the learning outcomes) 5. Evidence of continuing CPD (relevant study days or training)