

RPL application form

Section 1 - applicant details

Full name:	
Postal address:	
Email:	
Telephone number:	
Programme [PgCert; PgDip; MA]:	

Section 2 - details of prior learning, prior certified learning and/or prior experiential learning

Are you making a claim for prior certified learning achieved at King's College London? [yes/ no; if yes, proceed to section 3]	
Are you making a claim for prior certified learning achieved at another higher education institution? [yes/ no; if yes, proceed to section 4]	
Are you making a claim for prior learning (unaccredited)? [yes/no; if yes proceed to section 5]	
Are you making a claim for prior experiential learning? [yes/ no; if yes, proceed to section 6]	
How many credits are you claiming at master's level (level 7)? [15; 30; 45; 60; 75; 90; 105; 120]	

Please note that there are fees applicable for recognising prior accredited learning by another higher education institution, other than King's, recognising prior unaccredited learning and for recognising prior experiential learning. These fees are as follows:

Credit awarded by UK institutions	£180 per 15 credits
Credit awarded by overseas institutions	£240 per 15 credits
Prior unaccredited learning	£240 per 15 credits
Prior experiential learning	£240 per 15 credits

Section 3 - certified learning awarded by King's.

1. Please complete the following table in full for your certified learning.

Student ID	Module	Module code	Date completed	Credits	Grade
			[MM/YYYY]		[40-100]

2. If you commenced a programme of study but did not complete it, please detail what you did complete and when. [please use an extra sheet]

Section 4 - certified learning achieved at another higher education institution.

1. Please complete the following table in full for your certified learning.

Programme	Module	Institution	Country	Date completed	Credits	Grade
				[MM/YYYY]		

2. If you commenced a programme of study but did not complete it, please detail what you did complete and when. [please use an extra sheet]
3. Please upload copies of the following documentary evidence:
 - An official transcript (translated to English as necessary) certified by the appropriate officer(s) of the institution(s) where the prior learning took place.
 - Confirmation of grades by module
 - Number of learning hours (overseas)
 - Module outline/ specification

Section 5 - prior learning (unaccredited)

1. Please complete the following table in full for your prior learning.

Course or programme of study	Length of study	Institution or place of study	Course details	Date completed
				[MM/YYYY]

Please upload copies of the following documentary evidence:

- A completion letter or certificate signed by the appropriate officer(s) of the institution(s) where the prior learning took place.
- Number of learning hours
- Course outline/ specification

Section 6 - experiential learning

1. Please complete the following table in full for your experiential learning.

Employer	Employer address	Dates employed	Role	Brief description of role and experience
		[MM/YY to MM/YY]		

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2. Personal statement - demonstrate how the learning objectives of the module(s) have been achieved as a result of your experience. [please use an extra sheet]
3. Please upload copies of the following documentary evidence:
 - A reference/ supportive letter from employer
 - CV or job description
 - Portfolio/ examples of work undertaken
 - Personal statement demonstrating how each of the learning outcomes have been achieved.

Section 6 - declaration

I confirm that all the information submitted is correct.

Name	
Date	

Please note that it is your responsibility to provide all the information and evidence requested.

RPL applications will go through a two stage review process: Stage 1 - The Education Team will do the initial review of your application within 10 working days. We will be in contact with you if any further information or evidence is required. Stage 2 - Your completed application will then be reviewed by an RPL Committee which can take up to 21 working days. Again, if we require any additional information or evidence at this stage, we will be in contact with you.

The RPL Review Committee will make the final decision regarding the award of credits towards your programme and you will be contacted directly with the outcome of your application.

If successful, RPL credits will appear on your student record once you have fully enrolled on your programme of study.