Recognition of Prior Learning

**Student Claim Form**

Please complete this form to make a claim for Recognition of Prior Learning (RPL). You may use this form to apply for entry to, or credit towards courses at the University of the Highlands and Islands based on either previous and relevant experiential learning, or previous study you have completed at another college or university (credit transfer).

**Instructions:**

Students should complete section A only (with the assistance of their Programme Leader), and then hand the form in to their Programme Leader, who will complete section B on their behalf.

If you are making a claim based on previous formal study, you will need to answer Question 1 and supply copies of the relevant certificates and transcripts with your form.

If you are making a claim based on work or life experience and/or informal study you should answer Question 2 and provide brief details in this form. Your Programme Leader will then discuss with you the most appropriate form of evidence to supply in support of your application. You may claim credit based on both previous studies (formal learning) and previous experiential (informal learning) if you wish, in which case complete both questions 1 and 2.

The Student RPL Guide (available from your Programme Leader) contains further guidance on the RPL process.

## SECTION A – to be completed by the student

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Date of Birth |  | Previous Surname (please attach a documented copy of previously used name) |  |
| Address |  |
| Telephone Number |  |
| Course Title / Intended Area of Study(or are currently studying) |  |
| Location at Which you Intend to Study (or are currently studying) |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Scottish candidate number |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| University of the Highlands and Islands student id number *(if current UHI student)* |  |  |  |  |  |  |  |  |

Please tick **all** that apply to your claim:

|  |  |  |
| --- | --- | --- |
| If you are seeking entry or credit to a University programme based on: |  |  |
| **Previous formal / certificated (e.g. college / university) study** |  | go to question 1 |
| **Previous non-formal or work-based experience and learning** |  | go to question 2 |

**Question 1:**

Please list below the **qualification(s)** you wish to be considered in support of your claim. If you have not completed a full qualification please list the individual units/modules you did complete.

|  |  |  |
| --- | --- | --- |
| **Name of award/qualification** | **Location** | **Dates of study** |
| Example: HNC Biology | Aberdeen College | 09/08 – 06/09 |
|  |  |  |

Please attach copies of certificates / transcripts of above awards to your form.

**Question 2:**

Please provide brief details of your previous work experience and any relevant informal learning. This will normally relate to paid and unpaid employment or work experience and can include voluntary and community-based work experience. Remember that credit is awarded for knowledge and skills gained through experiences, not simply for the experience itself.

|  |
| --- |
|  |

Please check with your Programme Leader / RPL Adviser to find out the most appropriate form of evidence to supply for the above learning. This may take the form of an essay, presentation, oral interview, or portfolio of evidence.

**All students: please now return the form to your programme leader who will complete section B for you.**

**SECTION B – to be completed by the Programme Leader**

**Credit recommended** (level and value e.g. 15 at Level 7)

|  |  |
| --- | --- |
| **Programme title and proposed year of entry** |  |

|  |  |  |
| --- | --- | --- |
| Credit recommended on the basis of **formal learning/previous qualifications** Please attach copy of certificate / transcript  | **SCQF Level** | **SCQF Value** |
|  |  |
| Credit recommended on the basis of **non-formal learning** |  |  |
| Credit recommended on the basis of an **RPL task**Please attach feedback sheet detailing assessment of student work (essay, portfolio etc.)  |  |  |
| **Total Credit** |  |  |

If credit is to be awarded to give exemption from specific modules, please give details below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Title** | **SCQF Level** | **SCQF Credits** | **Code** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please use extra sheets if required.**

**Endorsement and Signatures**

By signing this form as an assessor of the claim, you confirm that you are content that the claim is:

* Sufficient, i.e. the evidence is sufficient to demonstrate the achievements claimed
* Authentic, i.e. the evidence is clearly related to the claimant’s own learning
* Current, i.e. the evidence relates to activity normally gained within the last 5 years and that is still up- to- date
* Acceptable, i.e. the evidence demonstrates the attainment of competences relevant to the award
* That relevant course certificates or evidence of learning is attached.
* The statement of the claim is clear (e.g. amount and level of credit)
* Where the claim includes exemption from specific modules: the module details are provided, and the evidence that the learning outcomes of the modules have been achieved is attached.

The Programme Leader and at least one other Assessor should sign this form below:

|  |  |
| --- | --- |
| **RPL Assessor 1 (Programme Leader)** |  |
| Print name |  |
| Signature |  |
| Date |  |
| **RPL Assessor 2** |  |
| Print name |  |
| Signature |  |
| Date |  |
| **RPL Assessor 3 (Optional)** |  |
| Print name |  |
| Signature |  |
| Date |  |

*Please forward completed form to* *examboard@uhi.ac.uk* *or UHI RPL Panel, University of the Highlands and Islands Executive Office, Ness Walk, Inverness IV3 5SQ, for consideration by the RPL Panel*