

# Application form for the Recognition of Prior Learning (RPL)

## SECTION A. Details of RPL claim (to be completed by the learner)

Prior to completing this form, please read the ASDAN Recognition of Prior Learning Policy and Procedure.

**NB:** During the registration stage, send this completed application form and all affiliated evidence by email to: [quality@asdan.org.uk](mailto:quality@asdan.org.uk)

**NB:** Do not include any sensitive information or personal details within the evidence and ensure that authorisation from a parent/carers, teachers/assessors where necessary is provided.

### A1. Personal and qualification information

Learner title, first name and surname		Learner ID/URN	
Qualification title (in full)			
Qualification start date (or intended starting date)		Assessor or Internal Quality Assurer (IQA) Name	

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### A2. Summary of request for RPL against academic credit (add additional rows if required)

Unit(s) for which exemption is requested			Type of evidence for claiming credit exemption on the basis of RPL	
Unit(s) title	No. of credits	Unit Level	Certificated (original certificates, transcripts and awards attached)	Experiential (portfolio of evidence attached)

### A3. Mapping against qualification level(s) and/or unit(s) learning outcomes (add additional rows if required). These learning outcomes require evidence of your learning rather than attendance at teaching sessions or reading for example.

#### A3.1. Claiming exemption against individual units:

Qualification/ Programme / Unit name	No. Credits	Learning outcomes of units being claimed exemption against	Describe how the evidence (eg various professional and training courses certificates / evidence of employment/ portfolio/ assignment/ etc) supports the RPL claim against each of the learning outcomes.
		1.	
		2.	
		3.	
		4.	

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		1.	
		2.	
		3.	
		4.	

### SECTION B. Evidence for RPL to be completed by the learner for the recognition of prior learning claims only

B1. Education and qualifications: Please provide details of educational qualifications obtained that are relevant to your RPL claim			
Education		School, Centre College or any other recognised FE provider	Examinations taken/to be taken and qualifications obtained
From	To		

B2. Training and Development: Please provide details of relevant training and development taken	
Course/name of providing organisation	Date

Print name of Learner		Date:
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**SECTION C.** Assessment of the recognition of prior learning and/or prior credit claim (to be completed by ASDAN quality)

**C.1:** Decision outcome: Accepted / Further evidence required/ Rejected

**C.1.1:** Evidence accepted as representative of prior learning/credit (in relation to the units(s)/qualification learning outcomes. In cases of RPL claims, the decision should be based on the assessment criteria)

Qualification title	
Qualification level(s)	
Total number of credit exemption awarded	
Unit(s) title and credits against which the exemption claim was made successfully	

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**C.1.2: Further evidence required:** please note here what additional type of evidence is required and how the learner may change their approach in describing supporting evidence, employ additional procedures or techniques etc.

**C.1.3: Evidence rejected:** please provide reasons and describe how the learner may change their approach in describing supporting evidence, employ additional procedures or techniques etc for future credit exemption claims.

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## C.2: General comments

### C.2.1: RPL QA comment:

### C.2.2: RPL EQA comment (for RPL claims only):

## C.3 Signatures / dates (to be completed by ASDAN Quality)

QA title and name (print name)		Signature		Date when the RPL decision is made	
RPL EQA title and name		Signature		Date when the RPL assessment decision is moderated	

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## SECTION D: RPL record keeping

### D.1: Record keeping

RPL decision outcome and feedback (where applicable) sent to the RPL claimant		RPL decision outcome is recorded in the portal	
Date	Completed by whom	Date	Completed by whom

### D.2: RPL fee payment trail (indicate which is applicable)

Payment trail	Date	Completed by whom
Total fee		
Invoice sent to claimant		
Invoice sent to centre/ Organisation		
Payment received		