**Application for Recognition of Prior Certificated Learning, Prior Experiential Learning, Credit Transfer or Advance Standing[[1]](#footnote-1)**

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| --- |
| Before you apply please refer to the [RPL policy](http://www.hope.ac.uk/media/gateway/staffgateway/documents/APCL%20policy%20Nov18.pdf) and ensure you have read the information about applications for the transfer of UK Higher Education credit and the Recognition of Prior Learning on the University [webpages](https://www.hope.ac.uk/undergraduate/howtoapply/accreditationofpriorlearning/) about procedures for making an application and the nature of evidence required to support a claim.  |

1. **Applicant Details**

|  |  |
| --- | --- |
| 1. Title
 |  |
| 1. Surname
 |  |
| 1. Forename(s)
 |  |
| 1. Date of Birth
 |  |
| 1. Nationality
 |  |
| 1. Country of Birth
 |  |
| 1. Date of Entry to UK (if your country of birth is not UK or EU)
 |  |
| 1. Home Address
 |  |
| 1. Correspondence Address (if different)
 |  |
| 1. Telephone number
 | Home:Mobile: Work: |
| 1. Email Address
 |  |
| 1. Residential Category
 | UK/EU National  |  |
| Settled in the UK |  |
| EEA or Swiss National  |  |
| Refugee/Humanitarian Protection  |  |
| Child of a Turkish Worker  |  |
| Overseas |  |
| Other |  |
|  | Yes | No |
| 1. Do you need a visa to study in the UK?
 |  |  |
| 1. Do you hold a current UK Visa?
 |  |  |
| 1. Have you ever studied in the UK?
 |  |  |
| 1. Are you currently studying in the UK?
 |  |  |
| 1. Do you require additional learning support as a result of a disability / long term illness or condition?
 |  |  |
| 1. Do you have any criminal convictions?
 |  |  |
| 1. Have you ever had a Visa application for the UK refused? (if yes, please give full details)
 |  |  |

1. **Details of the Liverpool Hope Programme to which you wish to apply for Recognition of Prior Certificated, or Experiential Learning, Credit Transfer or Advance Standing**

|  |  |
| --- | --- |
| Title of the Liverpool Hope Programme for which Credit is being sought |  |
| Faculty Name |  |
| School Name |  |
| Which category of Prior Learning is being sought? | Recognition of Prior Certificated Learning [ ] Recognition of Experiential Learning [ ] Credit Transfer or Advance Standing [ ]  |
| 1. When do you expect to commence studies at Liverpool Hope?
 | Proposed Month/Year of Entry |
| 1. How many Credits are being sought?
 |  |
| What level of study does the application for Credit relate to: | Undergraduate Part of Level 4 (Year 1) [ ]   |
| Undergraduate All of Level 4 (Year 1) [ ]   |
| Undergraduate Part of Level 5 (Year 2) [ ]   |
| Undergraduate All of Level 5 (Year 2) [ ]   |
| Undergraduate Part of Level 6 (Year 3)[[2]](#footnote-2) [ ]   |
| Postgraduate Part of Level M/7 [ ]  |
| What is the status of your application to Liverpool Hope?* I am already registered as a Liverpool Hope student and applying for Credit Transfer/Advance Standing [ ]
* I have not yet applied to Liverpool Hope [ ]
* I have applied to Liverpool Hope but not yet received an offer of a place [ ]
* I have received an offer of a place and I have accepted the offer (undergraduate only) [ ]

*Tick as appropriate* |

1. **Details of the Prior Learning**
* If you are applying for Recognition of Prior **Certificated** Learning, please complete section 3a.
* If you are applying for Recognition of Prior **Experiential** Learning, please refer to section 3b.
* If you are applying for **Credit Transfer or Advanced Standing**, please complete section 3c.

**3a. PRIOR CERTIFICATED LEARNING DETAILS**

|  |  |
| --- | --- |
| Name of Previous Institution /Training Provider |  |
| Dates of Attendance (month/year) | From | To |
| Details of the Modules / Courses completed at previous Institution /Training Provider | Level of Award / Course / Module | Title | Credit Value |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| Qualification obtained *(Including level of qualification and grade/ mark as appropriate)* |  |
| **\***Please list here the evidence that you are providing to Liverpool Hope in order to assure the University about your previous learning experience/s and append the full documentation with your application. |
|  |

***\* You must provide as evidence an official transcript/letter which identifies the level, credit value and grade achieved; mark sheets are insufficient. You should also provide additional documentation about the curriculum you have followed (such as course handbooks, syllabus outlines etc.).***

**3b. PRIOR EXPERIENTIAL LEARNING**

Recognition of Prior Experiential Learning (RPEL) is the process where credit is sought for learning which has not previously been assessed or credit gained - it is learning which has occurred from a range of experiences, for example from work, life experiences or uncertificated learning.

**If you feel that your past experience has resulted in learning skills or knowledge equivalent to a Liverpool Hope module/s, you may be able to gain credit for this**.

Some examples of experiential learning are:

* Work experience / Professional practice (paid, unpaid, voluntary, internships etc.)
* Non-accredited courses
* Travel/Hobbies
* Research/Self-study

Please consider the following before making an enquiry regarding APEL:

* What prior learning experience have you had?
* What did you learn and how does this meet the learning outcomes for the modules that you wish to gain credit for?
* What evidence can you provide to assure Liverpool Hope University that the previous learning experience took place?
* When did the prior experiential learning take place?
* Where did the prior learning take place- for example: work, education provider, travel etc?

Due to the fact experiential learning will not have been previously assessed, a claim for RPEL credit involves the submission of a portfolio of evidence. **In the first instance, please contact the admissions team at Liverpool Hope by emailing** **admissions@hope.ac.uk** **who will refer you to the relevant Faculty/School co-ordinator**. After an initial informal assessment you will be guided through the RPEL process.

**3c. CREDIT TRANSFER OR ADVANCE STANDING[[3]](#footnote-3)**

|  |  |
| --- | --- |
| Details of the Liverpool Hope University programme that you wish to transfer |  |
| Number of credits for which Credit Transfer/Advance Standing is being sought  |  |
| Module(s) at Liverpool Hope against which the credit is being sought |  |

1. **SUPPORTING DOCUMENTATION / SUBMISSION CHECKLIST[[4]](#footnote-4)**

|  |  |
| --- | --- |
| **Before submitting your application, please ensure that you have:-**  | **YES/NO** |
| * Provided Curriculum details of the subjects studied at your former intuition /training provider for which Credit is being sought (*Such as: Course handbooks, module descriptions, course syllabus etc).*
 |  |
| * Provided authorised academic transcript(s)
 |  |
| * Provided certificates (if an award was conferred)
 |  |
| * Provided details of the marking scheme used by the institution/training provider
 |  |
| * Completed all sections of the application form
 |  |
| Your application for credit transfer/ RPL should be submitted to the RPL Coordinator[[5]](#footnote-5) in the academic School to which you wish to apply. Applications and supporting documentation should be received by the RPL Coordinator in the relevant academic School as early as possible and prior to the date of enrolment on the chosen programme of study. Applications will be considered and you will be notified of the decision as soon as practicable and before the start of any relevant modules. The School will notify you in writing of the University’s decision. |

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| --- |
| **Applicant Declaration**I certify that the information I have provided in this form is accurate and I understand that giving false information may constitute a disciplinary offence within the regulations of Liverpool Hope University. By signing this application I also confirm that:I have not previously had studies terminated or been excluded from a previous University and I have not been the subject of proven academic misconduct. |
| Signed:   | Name in Capitals:  | Date: Click or tap to enter a date. |

1. Please note this application form does not apply to Apprenticeships as prior learning and experience will form part of the initial self-assessment and skills scan. Please refer to the RPL policy for further details. [↑](#footnote-ref-1)
2. Exceptionally, RPCL applications into Level H (year 3) will be considered on a case by case basis by either a Special Cases Panel or, where appropriate, by the Associate Dean International, the Subject nominated representative and the Dean (where the applicant is from a recognized international partner and an extensive mapping exercise has taken place). [↑](#footnote-ref-2)
3. Only applicable for Modules/Programmes studied at Liverpool Hope University. [↑](#footnote-ref-3)
4. You are responsible for ensuring that all evidence and supporting material is submitted in English. Translations into English must be certified with original documents available on request. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)