Recognition of prior learning (RPL) is a process by which learners are recognised for knowledge, understanding or skills they have already achieved. All requests must be considered by Open Awards for approval. **The request form MUST be completed as soon as possible and in any event by no later than 6 weeks after the learner has started the course. Forms must be accompanied by appropriate supporting evidence.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Centre Name** |  | **Course run ID** |  | **Qualification** |  |
| **Learner Name** |  | **Learner ID** |  | **Learner DoB** |  |

**RPL request against previous unit achievement**

*To be completed for learners evidencing achievement through previously completed qualifications or units.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Units for which RPL is being requested** | | | | **Previously achieved units against which RPL is being requested** | | | | | **Evidence seen**  (eg certificates,  unit transcripts) | **Evidence mapped** |
| **Unit Title** | **Unit Code** | **Unit Level** | **Graded unit?** | **Unit Title** | **Unit Code** | **Unit Level** | **Date awarded** | **Awarded by** |
|  |  |  | Yes / No |  |  |  |  |  |  | Yes / No |
|  |  |  | Yes / No |  |  |  |  |  |  | Yes / No |
| *Add additional rows as required* |  |  | Yes / No |  |  |  |  |  |  | Yes / No |

**RPL request against previous experience**

*To be completed for learners evidencing achievement through previous experiential learning (i.e. not qualification based)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NEW Units for which RPL is being claimed** | | | | **EXISTING experience against which RPL is being claimed** | **Evidence seen**  (eg employer statements, essays, projects) | **Evidence mapped** |
| **Unit Title** | **Unit Code** | **Unit Level** | **Graded unit?** |
|  |  |  | Yes / No |  |  | Yes / No |
|  |  |  | Yes / No |  |  | Yes / No |
| *Add additional rows as required* |  |  | Yes / No |  |  | Yes / No |

**Centre declaration**

|  |  |
| --- | --- |
| **I confirm that:** | Please tick |
| The evidence presented covers all assessment criteria for the unit(s) indicated and the unit(s) should be awarded through RPL. |  |
| An evidence mapping document has been submitted to Open Awards along with this request. |  |
| Rules of combination for the qualification will be met on successful completion of the course. |  |
| No more than 50% of the qualification achievement will be achieved through RPL |  |
| All evidence of prior learning considered in making this request has been retained by the centre |  |
| All evidence of prior learning will be made available for Open Awards to review at quality assurance and/or moderation visits. |  |
| I am authorised by the centre to submit this request for RPL. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Email** |  | **Telephone** |  |
| **Signature** |  | **Role** |  | **Date** |  |

**Completed forms must be uploaded to the Secure Portal**

**for consideration by Open Awards Head of Quality and Standards within five working days.**

**Decisions will be advised in writing.**

**Please retain a copy of this form for at least 3 years from the end of the year to which it relates.**

|  |
| --- |
| All information provided on this form will be held securely on our database and only used for the purposes provided. Full details on how we use and protect your data are available in our [Privacy Notice.](http://openawards.org.uk/privacy-policy/)  Open Awards tries to meet the highest standards when collecting and using personal information. Customers are encouraged to email [info@openawards.org.uk](mailto:info@openawards.org.uk) if you believe any data to be incorrect, unfair, misleading or inappropriate. |

**Open Awards Decision**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approve |  | Reject |  | Defer |  |

**Rationale for decision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role in organisation** | **Signature** | **Date** |
|  |  |  |  |