# Recognition of Prior Learning (Certified) Application Form

Please complete this form if you wish to apply to gain academic credits for prior certificated learning. This includes professional development awards, employment based awards and credits or qualifications awarded by a non-UK higher education degree awarding body.

Once completed, please email the form together with any relevant certificates, transcripts, syllabuses and module descriptors to [admissions@port.ac.uk](mailto:admissions@port.ac.uk). If you have any questions, please call the University Admissions Centre on +44 (0)23 9284 5566.

Full guidance can be found on our website at [www.port.ac.uk/accesstoinformation/policies/](http://www.port.ac.uk/accesstoinformation/policies/).

| Section 1 | Personal Details |
| --- | --- |
| Full name |  |
| Applicant ID (if known) |  |
| Course you have applied for |  |
| Email address |  |
| Telephone number (inc. country code) |  |

Section 2: Recognition of Prior Certified Learning

Please complete the table below with your certificated learning. If you are not sure of the level of the award, please go to the following website:

[www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels](http://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels)

| **Qualification Title and Awarding Body** | **Level of Award** | **Unit or Module Title**  Please include the number of academic credits if known | **Date of Study** |
| --- | --- | --- | --- |
|  |  |  |  |

Please add more rows as required

Section 3: To be completed by Department/School

| **RPL Decision** | **If decision is to reject, please give reason and any notes for the applicant in the box below** |
| --- | --- |
|  |  |

RPL Credit to be assigned:

| **Level 4** | **Level 5** | **Level 6** | **Level 7** | **Level 8** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Offer conditions (if applicable):

Alternative course (if applicable):

Notes for applicant:

University of Portsmouth Modules Covered by RPL:

| **Modules** | **Level of Study** | **Credits** |
| --- | --- | --- |
|  |  |  |

Please add more rows as required

University of Portsmouth Modules Not Covered by RPL

| **Modules** | **Level of Study** | **Credits** |
| --- | --- | --- |
|  |  |  |

Please add more rows as required

RPL Approved by

RPL Adviser:

Date:

RPL Assessor (if necessary):

Date:

University Admissions Centre (UAC) RPL Database

By adding a qualification to the UAC RPL Database, this will mean that future applications with the same qualifications will have fast tracked RPL application process. All courses added will need to be reviewed every three years to ensure they are still relevant.

If you wish for one or more of these qualifications to be added to the UAC RPL database, please give the details of the course/s and the RPL to be given below:

| **Course** | **RPL to be Given** |
| --- | --- |
|  |  |

Please add more rows as required

**Once completed, please email the form to your school or departmental manager AND admissions@port.ac.uk**