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Application form for Recognition of Prior Certified Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL)

Recognition of Prior Learning (RPL) allows you to use your existing qualifications (RPCL) and experience (RPEL) towards the entry requirements of a degree or to exempt you from units/modules that overlap closely with your existing awards.

If you wish to make a claim, please complete this form. We will then compare any existing qualifications or work experience you have with the requirements and structure of the Programme at Istituto Marangoni London. If you require assistance in completing this form, please contact the Admissions Office to schedule a meeting or consultation with a relevant member of the academic staff.

Section 1 – Personal Details
(To be completed by the student)

A1	First name and Surname	
A2	Telephone Number(s)	
A3	E-mail Address	
A4	Student ID	
A5	Programme of study for which you are applying for RPL *(e.g., BA (Hons) Fashion Design)*	
A7	Your start date (or intended start date) *(indicate month and year)*	

Please indicate below with a tick if you are applying for RPCL or RPEL or both:

	Recognition of Prior Certified Learning (RPCL) (please complete section 2a and 3)
	Recognition of Prior Experiential Learning (RPEL) (please complete section 2b and 3)
	Both RPCL and RPEL (please complete section 2a, 2b and 3)

Section 2a: Recognition of Prior Certified Learning
(To be completed by the student)

Guidance

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

You will need to provide documentary evidence of each prior learning experience you have had. Each piece of evidence should be clearly labelled and numbered, and the number included in the list below so that it is clear which piece of evidence relates to each prior learning experience. Please attach all evidence securely to the back of this form.

Name of the institution at which you achieved that award/qualification:	

Qualification Title and Awarding Body	Level of Award	Unit or Module Title	No of Credits	Learning Outcomes
Please add more rows as required				

Section 2b: Recognition of Prior Experiential Learning (RPEL)
(To be completed by the student)

Guidance
If you are applying for Recognition of Prior Experiential Learning (RPEL), you must discuss the exact requirements/evidence base of your application with the relevant academic staff and agree documentation required and deadlines for submission. For each Unit, you must include a **reflective analysis of how your experience/learning demonstrates successful achievement of the learning outcomes of the module(s) for which credit is sought.** Credit for experiential learning may be gained from a variety of sources e.g., within the workplace, from training courses, which the individual has completed but which are not certificated, through experience in voluntary work, or by individual study. **The source therefore is not important as long as the learning can be demonstrated. You only need to demonstrate that you have meet the learning outcomes of the module(s) against which you are claiming credit – it is not necessary for you to evidence all your achievements if they do not meet the learning outcomes.**

Unit Code and Title for which exemption is sought	Credit Weightage	Nature of experience and relevance to School unit/programme *(provide a reflective analysis of how your experience/learning demonstrates successful achievement of the learning outcomes of the module(s) for which credit is sought)*	Where and when the learning was undertaken	Supporting evidence *(to be discussed with a member of the programme team)*
Please add more rows as required				

Section 3: Student Declaration
(To be completed by the student)

Prior to submitting your form, please check that you have undertaken the following: (Please tick the boxes below to confirm completion, and sign the subsequent declaration)	
	I have completed all relevant sections of the form
	I have appended all relevant documentary evidence and clearly labelled and numbered all pieces of supporting evidence and indicated which piece(s) of evidence relate to each section of the form
	I have completed a Faulty finance form (where relevant)
	I have signed and dated the declaration below.

I confirm that all of the details on this form and the attached documents are correct to the best of my knowledge. I understand that giving false information may constitute a disciplinary offence within the regulations of Istituto Marangoni.

In accordance with the Data Protection Act 1998, we are required to obtain your consent for the following:

- to hold some elements of the information that you have provided on an electronic database
- to disclose the information that you have provided to authorised members of School staff as required for the reasonable purposes connected with the consideration of your claim.

By signing here, you confirm that you agree with the above statements and indicate your consent for the information provided to be used as detailed above:

Signed:

Name in Capitals:

Date:

Section 4 – Assessment of the claim
(To be completed and signed by the members of Istituto Marangoni Academic Staff who have considered the claim)

Date application received:				
Date application considered:				
Names and roles of assessors who have considered the claim	**Name**	**Role within Marangoni Programme/Unit**	**Marangoni Programme/Unit**	**Subject Specialism**
IM Programme against which RPL is sought				

IML Unit Details	Comparable Units or Experiential Learning
Unit Title: **Unit Code:** **Credits:** **Level:**	**Unit Title:** **Unit Code:** **Credits:** **Level:**
Unit Title: **Unit Code:** **Credits:** **Level:**	**Unit Title:** **Unit Code:** **Credits:** **Level:**
Unit Title: **Unit Code:** **Credits:** **Level:**	**Unit Title:** **Unit Code:** **Credits:** **Level:**

<p style="text-align:center; color:red;">Please add more rows as required</p>

	IM Programme/Award Title and Programme Code	Level for which RPL is granted	Total No. of credits granted
Confirm the IM Programme and level of study			

Verification of evidence considered *(Indicate how you have verified the evidence e.g., by assessing a portfolio of learning; through interview; by means of a demonstration of skills; by assessing an exhibition of work; etc.*	
Do the assessors consider that the RPL claim should be accepted or rejected?	ACCEPT/ REJECT *(delete as appropriate)*

If the claim is to be rejected: Provide precise details to explain the basis of the rejection. *(This information will be used to provide feedback to the applicant. Therefore, it is important to ensure that a full explanation is provided)*	
Assessors' Declaration	I certify that I have assessed the information included in this RPL claim form, and the associated evidential documentation fairly, and in line with Istituto Marangoni's Policy for the Recognition of Prior Learning. I confirm that the information I have provided in this form is accurate, and that the decision recorded has been reached unanimously. **Programme Leader (Assessor)** Signed: Name in Capitals: Date:

Section 5 – Formal Approval
(to be completed by Chair of Quality Committee at Istituto Marangoni London)

Chair of Quality Committee to formally approve the form	Signed: Name in Capitals: Date:
Comments (if any)	