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# **Recognition of Prior Learning (RPL) form**

The RPL process provides an opportunity for students to gain credit from Trinity Laban towards their award on the basis of learning acquired through another course of study (‘certificated learning’) or through professional experience or development activities (‘experiential learning’). As an applicant for a programme of study at Trinity Laban, you may apply for direct entry to a point later than the normal start of the programme (for example to Part 2 of a 3 year BA programme), or for exemption from one or more modules. Current students may also apply for exemption from a module in a future part of a programme. RPL applications may not be made retrospectively after starting a module or part.

## Guidelines for applicants

When applying for RPL you should ensure that the evidence presented is appropriate to the programme Part(s) or module(s) for which the claim of exemption is being made. You should ensure that you make reference to relevant programme and module specifications, which outline the intended learning outcomes, when completing this form. The evidence presented will be assessed by a panel on the basis of the following criteria:

* **Relevance** - is there an appropriate match between the evidence presented and the learning claimed? You should use the form to draw attention to the pieces of evidence relevant to the programme in general and/or to each learning outcome. The same piece of evidence may be relevant to multiple learning outcomes.
* **Sufficiency** - is there sufficient evidence to demonstrate the achievement of the learning claimed?
* **Authenticity** - is the evidence clearly related to the applicants' own efforts and achievements? Suspected fraudulent claims for PRL will be investigated under Trinity Laban’s Procedure for Handling Academic Misconduct.
* **Currency** - does evidence relate to current learning? Credit will normally only be awarded on the basis of learning gained less than five years prior to submission of an RPL application.
* **Level** – is the depth of learning appropriate for exemption from credit at the academic level claimed? For individual modules, prior learning should be mapped against each module learning outcome. For a Part or Parts of a programme, reference should be made to the [FHEQ descriptor](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf) for the relevant programme level and the broad contents of that Part.

You should provide evidence of all relevant theoretical and practical learning, including certified short courses, credits obtained from another higher education provider, ‘uncertified’ professional development activities (e.g. courses that you have attended but did not include an assessed outcome) and professional experience.

When including professional experience in an application for RPL, you should consider the knowledge, skills, values and attitudes gained and how this relates to the appropriate module or programme learning outcomes. When articulating the learning gained through professional experience, you may find it useful to consider the following questions:

You should aim to select evidence that supports the claims made in your application. Such evidence may include:

* University/higher education certificates or transcripts (including level of study and number of credits gained)
* Descriptions/specifications of modules, programmes or parts of programmes completed with another provider
* Certificates (including certificates of attendance), handbooks and syllabus details of short courses or professional development courses
* Professional awards or accreditations (with criteria)
* CVs, recordings, publications or portfolios
* Published reviews, professional acknowledgements or references

Applicants requiring additional assistance should contact the admissions team in the first instance. Current students should contact their Programme Leader/Coordinator or the Academic Administration Manager in the Registry.

## Submitting your application

Applicants should email the completed RPL form and copies of all supporting evidence to [admissions@trinitylaban.ac.uk](mailto:admissions@trinitylaban.ac.uk)

Current students should contact their Programme Leader in the first instance to discuss any potential application for module exemption. Please note that where RPL is awarded in place of a Trinity Laban module, there will be no reduction in tuition fees as a result.

**SECTION 1. Details of RPL claim (to be completed by the applicant/student)**

**a. Personal and programme information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Programme title (in full)** |  | | |
| **Your start date (or intended starting date)** |  | **Mode of study**  **(Full-Time/Part-Time)** |  |

**b. Mapping against programme level(s) and/or module(s) learning outcomes (add additional rows if required)**

**b.1. Exemption from individual modules**

Learning outcomes can be found in the ‘What can I be expected to achieve?’ section of the module specification

| **Module title** | **No. of Credits** | **Please state the learning outcomes for the relevant Trinity Lab an module(s)** | **Describe how the evidence provided supports your claim for RPL against each of the learning outcomes** |
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**b.2. Direct entry to programmes: mapping against level descriptors**

| **Programme of study** | **FHEQ Level and the total number of credits for exemption** | **Please state the** [**FHEQ qualification descriptors**](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf) **for the level of the programme you are claiming exemption form** | **Describe how the evidence provided supports your claim for RPL against these descriptors and the information provided in the relevant Trinity Laban Programme Specification** |
| --- | --- | --- | --- |
| [e.g. BA (Hons) Musical Theatre Performance] | [e.g. Level 4 –120 credits] |  |  |
|  |  |  |  |

**SECTION 2. Evidence for RPL (to be completed by the applicant/student)**

**a. Education and qualifications:** Please provide details of educational qualifications obtained that are relevant to your RPL claim

| From | To | Name of higher education provider | Examinations taken/to be taken and qualifications obtained | Evidence provided  (e.g transcripts, certificates, programme descriptions/specifications) |
| --- | --- | --- | --- | --- |
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**b. Training and Development:** Please provide details of relevant training and development taken

| Date | Course | Name of provider | Evidence provided (e.g. course descriptions, certificates of attendance) |
| --- | --- | --- | --- |
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**c. Professional qualifications, awards and accreditation**

| Date | Qualification | Awarding/accrediting body | Evidence provided (e.g. qualification descriptions, criteria for award, certificates) |
| --- | --- | --- | --- |
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**d. Relevant employment within the past 5 years (add additional rows if required)**

| From: | To: | Employer name and job title | Evidence provided (e.g. references) |
| --- | --- | --- | --- |
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| Please give a description of your experience, including a brief outline of the tasks undertaken and the relevant knowledge, skills, values and attitudes acquired as a result | | | |
|  | | | |

I confirm that all of the information provided in this form is accurate and that any evidence attached is a true copy of the original document.

Signature (email accepted): Date:

**Please describe/attach any other relevant information to support your claim, for example:**

* References from employers, professional contacts or academics
* CVs, recordings, publications or portfolios
* Published reviews, professional acknowledgements or references

**SECTION 3. Assessment of the recognition of prior learning claim (to be completed by the secretary to the RPL panel)**

**Outcome (please summarise reasons below):**

| **Accepted** |  | **Further evidence required** |  | **Rejected** |  |
| --- | --- | --- | --- | --- | --- |

1. **Accepted claims**

Summarise the reasons for approval with reference to the module learning outcomes or FHEQ descriptors as appropriate. If a claim is only partially accepted, please state for which modules/Parts exemption has been approved.

1. **Further evidence required**

Please use this section to provide guidance to the applicant on the additional evidence that could lead to a successful claim.

1. **Rejected claims**

Summarise the reasons for rejection with reference to the module learning outcomes or FHEQ descriptors as appropriate. If a claim is only partially rejected, please state for which modules/Parts exemption has **not** been approved.

1. **General comments**

General comments may include feedback on the quality of the application or recommendations for alternative/additional RPL claims

1. **Authorisation (RPL Panel signatures)**

| **Name** | **Position** | **Signature** | **Date** |
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**Admin use only**

| **Action** | **Date** | **Initials** |
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| Outcome advised to claimant |  |  |
| Student Record updated |  |  |
| Moodle enrolments updated (where appropriate) |  |  |
| Assessment Board Secretary advised |  |  |