Appendix A

RPL Advisers Record Form

Initial enquiry stage
Name and contact details of applicant
Date/mode of enquiry
Date of initial University response and by whom
Date info/details sent to enquirer –by whom and what mode

Decision by applicant to proceed
Record of communications with claimant – date/time/mode and response
Itemise advice given
Itemise decisions agreed – e.g. learning contract if additional learning required
Itemise any preliminary feedback re assessment outcome

Once formal application sent in
Date registered the claim
Date submission received (if different)
Date sent to assessor
Date received portfolio and assessor’s form back from assessor
Name of adviser and date of assessment decision
Date assessment decision sent to student and School Lead
Date student record updated
Copy of minutes from relevant BOS verifying decision (obtained in due course)
Amount of fee paid and date paid
Appendix B

RPL Assessors Record Form

Name of applicant and contact details

Learning outcomes claimed

Level and volume of credit claimed

Date received from adviser

Date submission sent to adviser

Summary of evidence supplied:
  • detail
  • depth
  • level
  • authenticity
  • currency

Strengths of portfolio

Weaknesses of portfolio

Time spent on assessment

Assessment decision

If awarded credit:
  • level of credit
  • volume of credit
  • generic or specific
  • if specific – full name and code of module

Name of assessor and signature/date signed
Appendix C

RPL Application Form

Name of applicant

Contact details – address/telephone/email

Proposed programme of study

University Department to which submitting claim

Level and volume of credit claimed i.e. modules, or exemption requested

**IF APCL:**
Evidence:
- module title
- date awarded
- institution
- grade

Rationale for inclusion in the claim
Outline of module:
- topic
- content
- assessment details

**IF APEL:**
Learning outcome of module Prior Learning claimed Evidence
for which claiming credit or exemption

Signature of applicant Dated
RPL Student Feedback form – Suggested Questions

Rationale for dept:
How do you know things are working well?
What evidence have you collected?
Allows you to identify ‘What goes wrong’

Possible questions:
*Tick boxes for factual information:*
Documentation received
- student guide
- application form
- copy of student feedback form
- written confirmation of assessor’s decision

*Qualitative questions:*
Value of the briefing session – content and delivery
Was process made clear
Were the student’s responsibilities made clear
Were the adviser/assessor responsibilities made clear
Response times – from the adviser
- of the assessment decision
Appendix E

Monitoring of RPL - Suggested Questions

Initial enquiries - number – usual admission issues e.g. gender, ethnicity, age

Registrations for process - number – as per enquiries
Learning outcomes claimed
Level and volume of credit claimed
Type of assessment tools used
Date portfolio received
Date decision given to student

Number of RPL students completing study this year