Appendix A RPL Adviser’s Record Form

|  |  |  |
| --- | --- | --- |
| **Initial Enquiry** | | |
| Name of applicant |  | |
| Student ID (if already registered) |  | |
| Contact details of applicant |  | |
| Mode of initial contact by applicant e.g. phone, email, letter, other |  | |
| Date of initial contact |  | |
| Date and method of Adviser’s first response to enquirer |  | |
| Summary of initial advice: | | |
| **Claim submitted** | | |
| Date application form received |  | |
| Check of the application form and supporting documents | Complete | Not complete |
| Date invoice raised for RPEL fee (if applicable) |  | |
| Amount of fee paid and date paid (if applicable) |  | |
| Subsequent action by Adviser | Refer to Assessor | Contact applicant |
| Date | Date |
| Comments (if applicant contacted): | | |
| Outcome of claim | | |
| Final outcome of the assessment of the claim |  | |
| Date Faculty RLP lead countersigned the decision |  | |
| Date applicant notified of the decision |  | |
| Summary of any feedback provided to the applicant with the decision |  | |
| Date SAS (student records) notified of the assessment decision |  | |
| Date of Board of Studies to be reported to |  | |
| Date the evidence received back from the Assessor |  | |
| Date evidence returned to applicant |  | |

If preferred the form can be adapted to suit local processes e.g. to record any agreement reached with the student on any additional work to be undertaken to be able to claim credit for a full module, notes of briefing and subsequent meetings / telephone conversations, method by which the evidence was returned to applicant

Appendix B RPL Assessor’s Form

to be returned to Adviser once countersigned by Faculty RPL Lead

|  |  |  |
| --- | --- | --- |
| NAME OF ASSESSOR |  | |
| Name of applicant |  | |
| Student ID (if already registered) |  | |
| Contact details of applicant |  | |
| Date application received from Adviser |  | |
| Confirmation that the evidence is authentic |  | |
| Relevance of evidence supplied (please comment on the appropriateness of the subject(s) covered, the depth of understanding shown, the (FHEQ) level of learning, and the currency of the learning): | | |
| Match of prior learning to learning outcomes claimed (please list): | | |
| Match of prior learning to KSBs in degree apprenticeship programmes (please list): | | |
| In the case of approval of non-standard entry onto a degree apprenticeship programme please indicate how the apprentice will be supported in developing any pre-requisite KSBs that they should have had at entry. | | |
| Assessment decision | Amount of credit awarded |  |
| Level of credit awarded |  |
| General or specific credit |  |
| If specific – full name and code of module |  |
|  |  | |
| Signature of assessor |  | |
| Date of assessment decision |  | |
| Signature of Faculty RPL Lead |  | |
| Date of Faculty RPL Lead countersignature |  | |
| Approximate hours spent by Assessor on assessment |  | |

Appendix C Applicant evaluation of the RPL process

to be issued by and returned to the Adviser

|  |  |
| --- | --- |
| Name of applicant |  |
| Student ID (if already registered) |  |
| Contact details of applicant |  |
| Date assessment decision received |  |
|  |  |
| Please comment on: |  |
| How easy it was for you to find the contact details of your Department/School RPL Adviser |  |
| The documentation you received from the Adviser after you had made the initial contact |  |
| What additional information would have helped with your application |  |
| The usefulness of briefing session(s) you had with the Adviser |  |
| The usefulness of the student guide to the RPL policy |  |
| The feedback you received on the assessment of your claim |  |
| Response time of the assessment decision |  |
| Response times of the Adviser throughout the process |  |
| Any other issues you wish to raise |  |

If preferred the form can be adapted.