**RECOGNITION OF PRIOR CERTIFICATED LEARNING (RPL) APPLICATION**

This form must be completed in full when credit exemption is sought and submitted with the required evidence, as outlined in the [RP(E)L Student Guide](https://wgyou.glyndwr.ac.uk/wp-content/uploads/2018/12/RPEL-Student-Guide-2020.pdf).

Applications must be submitted within one month of enrolment.

| **Name** | **Student ID (if available)** | **Email address** |
| --- | --- | --- |
| Insert Name | Insert Student ID if available | Insert email address  |
| **Wrexham University programme to be studied** | **Level of entry**  | **Faculty** |
| Insert Programme Title  | Insert level of Entry | Insert Faculty (if known)  |
| **Wrexham University Partner**  | **Date of Commencement**  |  |
| Insert Partner Institution if applicable  | Insert Date of Commencement |  |

**Please provide copies of any certificate and transcripts detailed on your claim for verification. Please note these must have been awarded within the last 5 years. If your certificate is older, please also provide a statement to explain how you have maintained currency, including supporting evidence where appropriate.**

| **You must identify an equivalence in learning outcomes between the programme or module(s) you have completed and the Wrexham University programme/module(s) you are seeking exemption from.****Please indicate whether you are mapping learning outcomes at Programme level OR Modular level. Tick one:** |
| --- |
| [ ]  Programme Level (only suitable if claiming entire level (E.g. 120 credits at level 4) – **Go to Section 1** |
| [ ]  Module Level – **Go to Section 2** |

**Section 1 Programme Level Mapping**

Click on link to view [Undergraduate Programme Specifications](https://www.glyndwr.ac.uk/progspecs/Progspecs.shtm)

Click on link to view [Postgraduate Programme Specifications](https://www.glyndwr.ac.uk/progspecs/PGprogspecs.shtm)

Ensure you include ALL Programme Learning Outcomes for the level you are claiming exemption.

If Programme Learning outcomes are not available, you may need to complete your mapping at Module Level using each module’s learning outcomes.

| **Calendar Year**  | **Qualifications:** **Programme Title**  | **Level or equivalent** | **Credit value** | **Awarding Body (e.g. University or Professional Body)** | **Wrexham University Programme Title** | **Wrexham University Module credit** |
| --- | --- | --- | --- | --- | --- | --- |
| Insert calendar year | Insert Qualification/Programme Title | Insert Level | Insert Credit Value | Insert Institution | Insert Wrexham UniversityProgramme Title | Insert Wrexham UniversityModule Credit Value  |
| Insert calendar year | Insert Qualification/Programme Title | Insert Level | Insert Credit Value | Insert Institution | Insert Wrexham University Programme Title | Insert Wrexham UniversityModule Credit Value |

| **Prior Learning:** **Programme Title and Learning Outcomes***(These can be found in published programme/qualification specifications. You may need to contact your institution for the correct versions from your course).* | **Wrexham University:****Programme Title and Learning Outcomes** |
| --- | --- |
| *Example: BA (Hons) Business* | *Example of Programme Level outcomes:* *A1 Develop a thorough understanding of how businesses operate and the components of the business world globally.**A2 A general overview and understanding of how businesses function in a variety of different sectors**A3 An appreciation of the various models of communication and how to use different techniques for different situations.**A4 An appreciation of the various principles, theories, concepts and techniques of economics and finance by which a business organization can improve operationally.* |
| Insert Equivalent Programme Title and Learning Outcomes  | Insert Wrexham UniversityProgramme Title and Learning Outcomes |

**Section 2 Module Level Mapping**

(Click for [**Wrexham University Module Directory**](https://www.glyndwr.ac.uk/modules/)**)**

| **Calendar Year**  | **Qualifications:** **Module(s) completed**  | **Level or equivalent** | **Credit value** | **Awarding Body (e.g. University or Professional Body)** | **Wrexham University Module Code for exemption** | **Wrexham University Module Title** | **Wrexham University Module credit** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Insert calendar year | Insert Module Title | Insert Level | Insert Credit Value | Insert Institution | Insert Wrexham University Module Code for exemption | Insert Wrexham University Module Title | Insert Wrexham University Module Credit Value  |
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| Insert calendar year | Insert Module Title | Insert Level | Insert Credit Value | Insert Institution | Insert Wrexham University Module Code for exemption | Insert Wrexham University Module Title | Insert Wrexham University Module Credit Value |

| **Prior Learning:** **Module Title and Learning Outcomes***(These can be found in published module specifications. You may need to contact your institution for the correct versions from your course).*  | **Wrexham University:****Module Title and Learning Outcomes** |
| --- | --- |
| *Insert Module Title and Learning Outcomes*  | *Example of Module Level Learning Outcomes:**BUS429 Business Communication Skills for Marketing**1 Use communication techniques for a range of purposes and audiences.* *2 Use appropriate software to carry out business tasks; produce professional business documents and develop a business presentation.**3 Identify the role and benefits of internal communications in developing cross-functional relationships, customer focus and internal marketing in commercial and non-profit sector**organisations.**4 Identify models of communication, involving message framing, emotional and informational appeals to purchase decision-making and campaign planning.**5 Create effective communications to deliver value to customers via an understanding of brand building.**6 Understand the external components of communications mix in developing an integrated communications plan.* |
| Insert Module Title and Learning Outcomes  | Insert Wrexham University Module Title and Learning Outcomes |
| Insert Module Title and Learning Outcomes  | Insert Wrexham University Module Title and Learning Outcomes |
| Insert Module Title and Learning Outcomes  | Insert Wrexham University Module Title and Learning Outcomes |
| Insert Module Title and Learning Outcomes  | Insert Wrexham University Module Title and Learning Outcomes |

**To be completed by the APPLICANT**

**Applicant Declaration** - I confirm that the information submitted on this form is accurate, honest and verifiable. I have attached evidence of my learning (a copy of my official transcript/certificate) to support my claim.

Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For assistance with this form please contact: RPL@wrexham.ac.uk

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**To be completed by the Programme Leader**

Key approval criteria for RPL

**Match:** there is an appropriate match in terms of curriculum content, level and volume of study, between the evidence presented and the exemption being sought.

**Currency:** the learning demonstrated is still current in terms of the exemption being sought (this will be particularly important in fast moving disciplines where for instance, consideration might need to be given to the provision of additional evidence of learning to support certificates more than five years old).

**Authenticity:** the evidence of prior study/experience is unambiguously the applicant’s own.

**Sufficiency of evidence:** the evidence presented is sufficient to demonstrate the requirements associated with each of the above criteria.

Following review, I confirm that this RPL application meets the above criteria and therefore this claim is supported.

Programme Leader signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_