

**Application for recognition of prior learning**

***To be completed by Admissions***

Applicant name: Click here to enter name

Student number: Click here to enter number

Programme applied for: Click here to enter

Requested entry point: e.g. level 5

Previous qualification: Give name of award, and/or number of credits

Certificate or transcript appended  Study in progress

Location of study: e.g. Halton College

Awarding institution: e.g. Pearson, University of Liverpool.

Date of award: If results not yet known, give date results are expected

Details of modules studied/programme information should be requested from the student and appended

If award is over 5 years old, the student should be asked to provide evidence of the currency their learning – e.g. employment in a related field, CPD activity. Evidence attached

If the award is from an overseas institution a NARIC statement of comparability should be obtained and appended

If this claim is for an individual module give details below:

Click here to enter text.

If the claim is against a validated *(i.e. specified in the Programme Specification/Factfile)* entry qualification (e.g. HND in cognate subject) please indicate

***Evaluation of evidence – to be completed by Programme Leader***

The purpose of this evaluation is to ensure that the certificated prior learning is equivalent to the learning the student would have obtained on the LJMU programme. In addition to academic content this equivalence needs to include level and volume of study – the incoming learning must be at the same level (or higher) than on the LJMU programme, and have the same (or higher) volume of credits. Where the qualification is not from a UK HEI additional evidence (such as NARIC statement of comparability) may need to be assessed in order to ensure that the level and credit volume is equivalent.

*Depending on the nature of the claim, either complete section 1 or sections 2 & 3, and, if appropriate, section 4.*

1. Validated entry qualifications: With reference to the validated entry qualification please give an assessment of the appropriateness of the applicant’s qualification.
2. Level and volume of learning: Is the incoming learning at an appropriate level and equivalent in volume? If non-standard qualification please give details of evidence used in assessment.
3. Equivalence of learning: Please make an assessment of the equivalence of learning – assessment of an entire level should normally be made using award/level learning outcomes (module learning outcomes would normally be used when assessing a claim for an individual module). Please state clearly how the assessment has been made, and append any mapping that has been carried out
4. Currency of learning: If certificated learning is over 5 years old, please give an assessment as to whether the student has maintained the currency of learning by relevant employment and/or CPD

I have carried out a thorough evaluation of the evidence supplied and

recommend the award of give number and level of credits

recommend rejection of this claim.

 Programme leader Name Click for date.

*If recommendation is to reject, please return to Admissions, if to accept, please pass to the Faculty Registrar.*

***Approval by Faculty Recognition Group***

I have reviewed the evidence and the assessment by the programme leader, and as chair of the Faculty Recognition Group approve the award of give details of credits and level (by Credit Transfer , RPL ) when the student enrols on the programme of study.

This award is provisional until the applicant provides evidence of successful completion of their studies.

This award is to be mark bearing (please provide level or module marks, as appropriate)

 Faculty registrar name Click for date.

Date of FRG consideration Click here to enter a date.

*Please pass to Admissions and the secretary of the Faculty Recognition Group*

***Administrative record***

Offer made: Conditional  Unconditional  Name Name Date Click for date.

Offer accepted  Name Name Date Click for date.

Offer conditions met and certificate/transcript appended  Name Name Date Click for date.

Advanced standing entered on student record  Name Name Date Click for date.