



Application for Recognition of Prior Experiential Learning (RPEL)

Please contact the academic department to which you wish to apply and ensure you have read the information about applications for the recognition of prior learning on the University webpages about procedures for making an application and the nature of supporting evidence (RPEL Portfolio) required. For **undergraduates** see <http://www.york.ac.uk/study/undergraduate/applying/entry/prior-learning> and for **postgraduates** see <http://www.york.ac.uk/study/postgraduate/apply/instructions/prior-learning>. You should discuss with the academic department if you will require any tutorial assistance to prepare an RPEL portfolio of evidence to support your application.

DATA PRIVACY NOTICE

The information provided on this form will be used by the academic department(s) to which you wish to apply and by other appropriate offices of the University to consider your application for Recognition of Prior Experiential Learning (RPEL). Data will be processed because you the data subject (applicant) consent to this and as processing is necessary for the performance of a contract/ to take steps to enter into a contract with you, namely to obtain RPEL as part of the programme of study on to which you have/ intend to enrol. Data will be shared with the academic department(s) of the University on to whose programmes you have/ intend to enrol, Student Recruitment and Admissions and Student Services and any other offices of the University as may be required for the purposes of considering the application of RPEL, for recording and acting upon its outcome. Data may be transferred internationally to those partners of the University as specifically require it for the fulfilment of the University's obligations such as in cases where you have/ intend to enrol on a programme delivered and awarded with another institution. In such cases where the sharing of data is necessary this will be undertaken using secure means within international protocols. For the remainder of this privacy notice see, [General Privacy Notice](#).

1. Applicant Details

Name	
Address	
Email	
Telephone	
University of York application or student number	

2. Details of the Programme of Study at York to which you wish to Apply for the Recognition of Prior Experiential Learning

Department name	
Programme Title	
Year of entry	

3. RPEL Details

Module(s) at York against which the credit would count	
Number of credits for which Credit Transfer is being sought <i>(Please refer to the policy on credit transfer and RPL regarding the permitted allowance of credit transfer/ RPCL)</i>	

4. Prior Learning Details

Where the experiential learning took place <i>(For example college, workplace, work-related training)</i>	Dates of when the learning took place

An outline of the nature of the experience and relevance to the proposed programme and its learning outcomes

Your application for RPEL should be submitted to the RPL Coordinator in the academic department to which you wish to apply.

See lists of contacts for **undergraduates** <http://www.york.ac.uk/study/undergraduate/applying/entry/prior-learning> and

for **postgraduates** see <http://www.york.ac.uk/study/postgraduate/apply/instructions/prior-learning>

Applications and supporting documentation should be received by the RPL Coordinator in the relevant academic department as early as possible and prior to the date of enrolment on the chosen programme of study. Applications will be considered and you will be contacted by the Department regarding any evidence they will require you to submit for assessed to support your claim.

The department will notify you in writing of the University's decision.

RPEL will not impact on the annual tuition fees charged.

(For completion by the Departmental RPL Coordinator)

5. Supporting Evidence (RPEL Portfolio) to be Provided by the Applicant

Please detail the evidence you require the applicant to submit in order for an assessment to be made for their claim of Recognition of Prior Experiential Learning

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(For completion by the Departmental RPL Coordinator)

Departmental Decision including feedback to be provided to the applicant

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DEPARTMENTAL USE ONLY

Date application received:

Date applicant notified of evidence required:

Date RPEL portfolio received:

Date applicant notified of decision:

RPL Coordinator's signature: