

## Student Guide to RPCL – The Recognition of Prior Certified Learning

### **What is RPCL?**

RPCL is where credit is awarded for learning which has already been assessed, awarded and certificated as part of a completed or partly-completed course or qualification (e.g. professional or vocational courses).

### **Why claim credit through RPCL?**

- You can save time by completing your course more quickly
- You can avoid having to repeat learning already undertaken
- You can save money.

### **How does RPCL contribute towards your degree?**

To make a successful claim for RPCL the learning you have already achieved (or anticipate achieving) must be at the same level as the learning for your proposed programme of study at Leeds Trinity.

For example, to count towards the first year of an undergraduate degree your previous learning must have been from the first year of another degree course or equivalent level of qualification such as a Foundation Degree, HND/C or professional/vocational qualification. Credit for previous study of a higher level qualification can 'count down' to a lower level if needed, but credit cannot normally 'count up' where credit of a higher level is required.

Having evaluated the level and volume of your previous learning we will decide how much of this can contribute towards your new course at Leeds Trinity. This is done by considering the subject content of your learning against modules on your selected course. Where your previous learning is directly relevant to core/optional modules credit can be given against those modules – this is known as **specific module credit**. Where it is relevant to your subject but does not directly match any particular modules it may be possible to "recognise" the learning but it is unlikely that credit would be awarded.

### **How much RPCL credit can I claim?**

The minimum amount of credit which can be awarded is equivalent to one module. The maximum amount of credit that can be transferred into an award is two thirds of the total credits for the award, e.g. 240 credits of the 360 credits of a BA/BSc award and 120 credits of a Masters award.

### **Is there an 'expiry date' for credit?**

There is no standard expiry date after which learning cannot be accredited by RPL, although as a rule prior certificated learning is normally accepted up to five years after certification. A judgement will be made by the Admissions Tutor as to how appropriate it would be to award credit within the context of the subject area. It may be necessary to provide evidence that the learning has been kept up to date.

### **How much does RPCL cost?**

There is normally no fee for the assessment and award of credit for prior certificated learning.

There may be fee or visa implications for International Students who obtain credit and are therefore no longer registered for a full-time equivalent number of modules and advice should be sought from the International Office at [international@leedstrinity.ac.uk](mailto:international@leedstrinity.ac.uk)

### **When can I apply for credit?**

You are strongly advised to apply for RPCL as early in the admissions stage as possible. It is normally required that the APCL application process is completed prior to your registration on a programme. Having RPL applied retrospectively after registration may have financial implications.

### **What might be the financial implications if I apply for credit?**

An application for RPCL may have implications on your student funding and financial support arrangements. For instance, if you have less than a level of study RPL'd (i.e. less than 120 credit points) you may be registered part-time. This may effect your access to a student loan, exemption from council tax etc. If you have RPL applied retrospectively after registration you may be required to pay back any loan previously issued. Please contact Student Adviser on 0113 283 7173 or [e.crompton@leedstrinity.ac.uk](mailto:e.crompton@leedstrinity.ac.uk) if you are thinking of applying for RPL for advice on how it may affect you financially.

### **What about marks and degree classifications?**

Credit awarded for RPCL will not normally carry marks and therefore your final award classification will be calculated using only the module marks from study at Leeds Trinity University. The implications of this should be clarified with you as part of your discussions with the Admissions Tutor. (Section 9 of the *Principles and Guidelines for the Recognition of Prior Learning* applies.)

### **How Is Credit Recorded?**

Credits achieved via RPCL will appear, detailed as RPL\*, on your study transcript alongside credits gained via formal taught modules at Leeds Trinity. (\*This is not a typing error.)

### **How to proceed with an RPCL Claim**

If, after having read this guide, you wish to proceed with a claim for RPCL you should acquire the following documents from Student Administration Admissions team:

- RPCL Application Form
- RPL Checklist

In addition, you should contact the Student Administration Admissions Team to be provided with the contact details for the relevant Admissions Tutor for your subject area at [admissions@leedstrinity.ac.uk](mailto:admissions@leedstrinity.ac.uk).

This student guide is based on the full *Principles and Guidelines for the Recognition of Prior Learning* which are available from the Student Administration Admissions team.

If after reading this guide you have further queries you may contact Catherine Cobbett, the Academic Registrar for an informal discussion at [c.cobbett@leedstrinity.ac.uk](mailto:c.cobbett@leedstrinity.ac.uk) or 0113 283 7100.