**SECTION A. Details of RPL claim (to be completed by the applicant/student)**

Before completing this form, please read the ASDAN Policy on the Recognition of Prior Learning and CAT. Please download the request form from the [ASDAN website](https://asdan-website.azurewebsites.net/policies-and-regulations/) and send it electronically as specified on the form.

**A1. Personal and programme information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant/Student’s title, first name and surname** |       | **Applicant ASDAN Learner ID/ URN** |       |
| **Qualification title (in full)** |       |
| **Your start date (or intended starting date)**  |       | **Assessor or Internal Moderator Name**  |       |

**A2. Summary of request for RPL against academic credit (add additional rows if required)**

|  |  |
| --- | --- |
| **Unit (s) for which exemption is requested** | **What type of evidence is used for claiming credit exemption on the basis of RPL** |
| **Unit(s) title** | **No. of credits** | **Level of study** | **Certificated (original certificates, transcripts and awards\* attached)** | **Experiential****(portfolio of evidence\*\* attached)** |
|       |       |       |       |       |
|       |       |       |       |       |

**A3. Mapping against qualification level(s) and/or unit(s) learning outcomes (add additional rows if required).** These learning outcomes require evidence of your learning rather than attendance at teaching sessions or reading for example.

**A3.1. Claiming exemption against individual units:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification/ Programme / Module name** | **No. Credits** | **Please state the learning outcomes for the units you are claiming exemption against** | **Describe how provided evidence (eg various professional and training courses certificates / evidence of employment/ portfolio/ assignment/ etc) supports the RPL claim against each of the learning outcomes and identify the corresponding section in your application.** |
|       |       | 1. [Insert learning outcome] |        |
| 2. [Insert learning outcome] |        |
| 3. [Insert learning outcome] |        |
| 4. [Insert learning outcome] |        |
|  |
|       |       | 1. [Insert learning outcome] |        |
| 2. [Insert learning outcome] |        |
| 3. [Insert learning outcome] |        |
| 4. [Insert learning outcome] |        |

**SECTION B. Evidence for RPL (to be completed by the applicant/student for the recognition of prior learning claims only**

|  |
| --- |
| **B1. Education and qualifications:** Please provide details of educational qualifications obtained that are relevant to your RPL claim |
| Education | School, Centre College or any other recognised HE provider | Examinations taken/to be taken and qualifications obtained |
| From | To |
|        |        |        |        |

|  |
| --- |
| **B2. Training and Development:** Please provide details of relevant training and development taken |
| Course/ name of providing body | Date |
|        |        |

NB: do not include any sensitive information or personal details within your evidence and ensure that you get authorisation from your parent/care giver, teachers/assessors where necessary.

|  |  |  |
| --- | --- | --- |
| Print name of Applicant/student |       | Date:       |

**NB: Once you completed sections A and B, please send this form and scanned (electronic) copies of any relevant evidence to support your claim to:**

|  |  |  |
| --- | --- | --- |
| **ASDAN Qualifications**  | During registration stage: upload the completed form and any relevant scanned evidence to the ASDAN web portal | Point of contact for current students |
| **Applications**  | <https://asdan-website.azurewebsites.net/member>  | qualifications@asdan.org.ukcompliance@asdan.org.uk  |
| **Appeals**  |
|  |

**SECTION C. Assessment of the recognition of prior learning and/or prior credit claim (to be completed by ASDAN quality assurance and compliance)**

**C.1: Decision outcome (choose one and fill in the appropriate section): Accepted / Further evidence required/ Rejected**

**C.1.1: Evidence accepted** as representative of prior learning/credit (in relation to the units(s)/qualification learning outcomes. In cases of RPL claims – the decision should be based on the assessment criteria)

|  |  |
| --- | --- |
| **Qualification title** |        |
| **Qualification level(s)** |        |
| Total number of credit exemption awarded  |        |
| Unit(s) title and credits against which the exemption claim was made successfully (insert additional rows if required) |        |
|        |
|        |
|        |
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|        |

**C.1.2: Further evidence required**: please note here what additional type of evidence is required and how applicants/students may change their approach in describing supporting evidence, employ additional procedures or techniques etc.

|  |
| --- |
|       |

**C.1.3: Evidence rejected**: please provide reasons and describe how applicants/students may change their approach in describing supporting evidence, employ additional procedures or techniques etc for future credit exemption claims.

|  |
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|       |

**C.2: General comments**

**C.2.1: RPL QA comment:**

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|       |

**C.2.2: RPL EQA comment (for RPL claims only):**

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| --- |
|       |

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| --- |
| **C.3 Signatures / dates (to be completed by ASDAN Quality Assurance)** |
| QA title and name (print name) |       | Signature (electronic where possible) |       | Date when the RPL decision is made |       |
| RPL EQA title and name (print name) |       | Signature (electronic where possible) |       | Date when the RPL assessment decision is moderated |       |

**SECTION D: RPL record keeping**

**D.1: Record keeping**

|  |  |
| --- | --- |
| **RPL decision outcome and feedback (where applicable) sent to the RPL claimant** | **RPL decision outcome is recorded in the portal / CRM** |
| **Date** | **Completed by whom** | **Date** | **Completed by whom** |
|       |       |       |       |

**D.2: RPL fee payment trail (indicate which is applicable)**

|  |  |  |
| --- | --- | --- |
| **Payment trail** | **Date** | **Completed by whom** |
| **Total fee** |       |       |
| **Invoice sent to claimant** |       |       |
| **Invoice sent to centre/ Organisation** |       |       |
| **Payment received** |       |       |