**Credit Transfer:** **Application Form**

**Recognition of Prior Experiential Learning** **(RPEL)**

If you are ineligible for certificated transfer, and have relevant, substantial work experience please complete this form.

**Things to know before getting started:**

Your work experience must be less than 5 years old, for example if you were a senior manager 20 years ago and are no longer working in that role then this cannot be considered.

This experience must be of a comparable standard, in terms of academic level and content, to those modules studied at Grŵp Llandrillo-Menai.

Your work experience must cover the learning outcomes of the Grŵp Llandrillo-Menai modules you want to transfer- this information is available in the Programme Specification which can be provided by the Programme Leader.

You will need to provide a rationale and evidence to show how you cover each learning outcome. For example, a learning outcome may state ‘demonstrate in-depth knowledge and understanding of a specialised subject area’- you would need to explain how you have gained such in-depth knowledge of the subject area, and evidence this.

Supporting evidence may include a current CV; examples of work product that cover relevant learning outcomes; a letter of support from your manager or suitable person to verify this information; or any other suitable material that supports your application. You can use the same evidence to cover multiple learning outcomes if suitable.

All applicants must discuss any transfer request with the Programme Leader in the first instance, it may be more suitable for applicants to select a small number of modules to seek credit transfer based on work experience, rather than transfer an entire level- however all options will be discussed with you by the Programme Leader, who can assist you in completing this form.

**How many credits can be transferred?**

* Honours Degree (3 years) 240 credits *(remaining credits to be pursued should be at level 6)*
* Honours Degree (Level 6 only) 60 credits
* Foundation Degree 120 credits
* Certificate HE 60 credits

**How to get started**

Please complete this form and send to your Programme Leader so we can assess your request. Within this form you must demonstrate how you cover all learning outcomes for the modules you seek to transfer. Please list each module and note against the learning outcomes how you have met these in your work experience. Please clearly list any evidence you want to use and how this covers those learning outcomes. You can use a single piece of evidence to cover multiple learning outcomes if suitable. This form must be completed prior to the programme start date. The Programme Leader will review this form and then forward on to the Panel for final approval.

If your application is declined you may submit an appeal to the Quality Assurance Coordinator. Within 10 working days of receipt of the appeal a new Panel may convene to review the appeal. Decisions of the appeal panel will be communicated to the applicant within 5 working days

**Enquiries**

Any initial enquiries regarding should be directed to your Programme Leader, however further information can be provided by the Quality Assurance Coordinator, Emily Jakeman at e.jakeman@gllm.ac.uk

**Application Form:** Please complete all sections of the form below, and over the page.

| Student Details |
| --- |
| **GLLM ID (if allocated)** |  |
| **Surname** |  |
| **Forename/s** |  |
| **Address (in full)** |  |
| **Email**  |  |
| Date of Birth (DD/MM/YYYY) |  |

| **Programme Details** |
| --- |
| **GLLM Programme applied for** |  |
| **Campus**  |  |
| **Date of entry** |  |
| **Level of entry** |  |
| **Year of entry (Part Time only)**  |  |

| **GLLM Modules that transfer is sought for** |
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| **Module**  | **Level** | **Credit Value** |
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| **Total Credits to be Exempt** |  |

| Prior Experience – Please write a detailed commentary listing your prior experience and how this will match each Learning Outcome for those modules which you seek exemption. Please use the modules titles as sub headings. |
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| Programme Leader comments in support of the application: |
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| **Programme Learning Outcome Mapping**Mapping of learning experience to the programme learning outcomes by ModuleNote for tutors: * the description of the intended programme learning outcomes are in the validation document
* enter x in each box to indicate the learning experience has been mapped to the following programme learning outcomes:
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| **Title of Modules and Credit Value** | **Subject Knowledge and Understanding** | **Cognitive Skills** | **Subject Specific Skills** |
| --- | --- | --- | --- |
| **A1** | **A2** | **A3** | **A4** | **A5** | **A6** | **A7** | **B1** | **B2** | **B3** | **B4** | **B5** | **B6** | **C1** | **C2** | **C3** | **C4** | **C5** |
| *(Enter module title and credit value here)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(Enter module title and credit value here)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(Enter module title and credit value here)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Module Mapping Document**Please attach a document which outlines how you meet the learning outcomes for each module. An example can be found here:  |
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| **Form Completed by:** |  |
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| **Date:** |  |