

**RECOGNITION OF PRIOR LEARNING (RPL):**

**Credit Transfer Request Form**

**for EXEMPTION**

Recognition of Prior Learning (RPL) is the process which allows education providers to recognise formal and informal learning and award or transfer of credit for use towards existing programmes.

CREDIT TRANSFER refers to the process for evaluation (for volume and level) of credits or qualifications held by student applicants and awarded inside a formal Higher Educatoin setting in accordance with the relevant higher education qualifications framework, as they relate to the programme of study.

**PLEASE NOTE:**

* RPL is not automatically applied. Applicants are required to **actively request** it, by completing this form, prior to enrolment, at application stage. Failure to do so could result in a delay of the process, and, consequently, in students being invoiced for the full tuition fees amount.
  + **Students who rely on credit transfer as part of completion of their programme, but do not apply for it, may encounter issues on the actual award they may be entitled to and/or significantly delay the confirmation of any award.**
* You will need to **provide evidence** of credit achievement, via final transcripts. If your credits have been achieved at Cardiff Met, you will not need to provide your transcript, however you still need to complete this form.
* During the application process, theProgramme Director will determine if the credits you are willing to transfer match with Cardiff Met’s module descriptors. They will decide which Cardiff Met modules will be exempt of**. If granted, RPL will be applied once enrolment is completed**.
* RPL does have an impact on your **eligibility for the Postgraduate Loan with your student loan provider.** Please bear this in mind prior to requesting credit transfer for exemption.

**APPLICANT AND COURSE DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forename** |  |
| **Student number** |  | **Programme number** |  |
| **Programme name** |  | **Entry month** |  |

DETAILS OF CREDITS BEING TRANSFERRED

(Individual modules or entire levels of study can be entered in a single line, please add more line if required)

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Module / award name | Level | Number of credits |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- |
| CONFIRMATION | |
| I confirm I would like to request a Recognition of Prior Learning for the credits stated above. | |
| Signature: | Date: |