

**Application for Recognition of Prior Certificated Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL)**

**MSc Nursing (Adult) or MSc Nursing (Mental health)**

|  |
| --- |
| If you require any assistance completing this form you can contact Alex Bostock on 01904 321380 or [dohs-rpl@york.ac.uk](mailto:dohs-rpl@york.ac.uk) or Elaine Whitton on 01904 323816 or [elaine.whitton@york.ac.uk](mailto:elaine.whitton@york.ac.uk) |

**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 Learning (RPL). 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 RPL 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 RPL, 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](https://www.york.ac.uk/records-management/dp/your-info/generalprivacynotice/).

1. **APPLICANT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Address** |  | |
| **Email\*** |  | |
| \* Note: the Department will communicate with you regarding your claim via the email address you provide | | |
| **Telephone (Home)** |  | |
| **Telephone (Work)** |  | |
| **Have you studied with the Department of Health Sciences before?** Please give details of the dates when studying and the name you studied under at the time (please confirm even if you previously withdrew). | |  |

**2. DETAILS OF THE PROGRAMME OF STUDY AT YORK TO WHICH YOU WISH TO APPLY FOR RPCL**

|  |  |
| --- | --- |
| **Department name** | Department of Health Sciences |
| **Programme award you are applying to study for** | BSc / BA / Postgraduate study (please delete as applicable) |
| **Programme title** |  |
| **Field of practice** | Adult / Mental Health (please delete as applicable) |
| **Planned start date** |  |

**3. RPCL INFORMATION – how your claim will be assessed**

|  |
| --- |
| **RPL claims are assessed on the following criteria:**  **Authenticity** – is the evidence genuine, and is the achievement clearly the applicant’s own?  **Relevance** – is the learning demonstrated by the evidence relevant to the target programme of study at the University of York? This means it must be at the same level, meet similar learning outcomes, and cover a similar knowledge and skills base. The level, learning outcomes and knowledge base need not be identical but must be close to those in the target programme.  **Validity** – does the evidence support the claim? Is it relevant to the learning outcomes for the area(s)? Are the learning, knowledge, skills and achievements demonstrated through the evidence at an acceptable level?  **Sufficiency** – is there sufficient evidence to support the claim?  **Currency** – is the learning current (ie the date of the qualification which includes the previous learning is within the previous five years), or if not, is there evidence of appropriate updating? *Please note RPCL exception for Non-Medical Prescribing for Advanced Clinical Practice programmes.* |

**4. PRIOR LEARNING DETAILS**

*(Include in this section all modules and/or programmes of study taken at the University of York or elsewhere that you wish to accredit to your forthcoming programme)*

|  |  |  |
| --- | --- | --- |
| **Institution at which the prior certificated learning was undertaken (title and address)** | **Qualification obtained** | **Dates of attendance** |
| *eg University of York* | *Tissue Viability module (20 credits)* | *Jan-Apr 2011* |
| *eg University of Hull* | *DipHE in Nursing (Adult)* | *Oct 2009 – Sept 2012* |
|  |  |  |
|  |  |  |
|  |  |  |

**5. SUPPORTING DOCUMENTATION CHECKLIST**

|  |  |
| --- | --- |
| Applicants are responsible for ensuring that all evidence and supporting material is submitted in English. Translations into English must be certified, with original documents available on request. | |
| **Documents** | **Provided**  (delete as applicable) |
| **Authorised academic transcript(s)** including details of the marking scheme used by the institution(s) (include a copy of both sides of your transcript)  *(note this is not a requirement if you applying to accredit a previous pre-registration nursing or midwifery award)* | Yes / No |
| **Curriculum details** of subjects studied at the previous institution(s)  *(note this is not a requirement if you are applying to accredit a previous pre-registration nursing or midwifery award)* | Yes / No |
| **Evidence of Annual Update** *(For Non-Medical Prescribing as part of Advanced Clinical Practice programmes – certificate of update or statement from Line Manager)* | Yes / No / Not applicable |
| Degree or Diploma **award certificate** | Yes / No |
| A **NARIC certificate**  *(If the request for exemption is on the basis of prior learning gained from a non-UK institution)* | Yes / No / Not applicable |
| Evidence of a **professional qualification** – supply PIN number  *(applies to applicants who do not hold a DipHE award and have completed nursing or midwifery training)* | PIN:  Not applicable |
| **Name change** documentation  *(evidence of name change must be supplied if you have previously studied under a different name)* | Yes / No / Not applicable |
| In addition to the information above - If the request for exemption is on the basis of prior learning gained **more than five years before the start of the programme** you are applying for at the University of York – Evidence is required of updating and ongoing development in order to demonstrate that learning is current. Evidence should include: | |
| Current **CV**  *(including any continuing professional development undertaken in the last 5 years)* | Yes / No / Not applicable |
| **Essay**  *(written within last 5 years – full guidance for essay requirements can be found on the Department’s webpages)* | Yes / No / Not applicable |

|  |
| --- |
| Applications for RPL should be submitted to the RPL contact:  **Alex Bostock, Area 2, Student Assessment Office, Seebohm Rowntree Building, Department of Health Sciences, University of York, York, YO10 5DD** [dohs-rpl@york.ac.uk](mailto:dohs-rpl@york.ac.uk)  All applications and supporting documentation should normally be received by the RPL representative in the relevant department at **least 3 months** prior to the date on which the chosen programme of study will begin. Applications will be considered within four weeks, and the Department will notify you in writing via email of the University’s decision.  There is no fee payable for consideration of RPL applications.  RPL will not impact on the tuition fees charged. |

**Recognition of prior experiential learning (RPEL)**

This record of prior learning is mapped to the Future Nurse: Standards of Proficiency for registered Nurses (NMC 2018).

**Information for the applicant**

Congratulations on being offered a place at the University of York to study nursing. Usually, a pre-registration nursing programme is of three years’ duration, however the MSc Nursing programme allows you to complete in two years. This is because you can use the knowledge, academic and research skills from your first degree and your relevant experience to 'credit against' the first year of education.

You have a conditional offer for the MSc Nursing programme; one of the conditions is the completion of a Recognition of Prior Learning (RPL) claim. This is where you are required to demonstrate the transferable knowledge and skills gained from both your previous study in higher education and your relevant experience(s). It is a requirement of the Nursing and Midwifery Council (NMC) that all candidates for two-year nurse education programmes can clearly demonstrate this irrespective of which university they have applied to.

If you need any support with the completion of this document, please contact your RPL supervisor, Elaine Whitton, [elaine.whitton@york.ac.uk](mailto:elaine.whitton@york.ac.uk)

Your evidence is divided into three sections:

* Section 1: Record of settings and hours worked
* Section 2: NMC Platforms – relating your experience to nursing practice
* Section 3: Practice reference

Each section must be completed in full.

**Section 1:** Record of setting(s) and hours worked. Ideally the experience should have been gained within the past five years.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of setting | Job/role title and description | Date commenced experience | Date completed experience | Number of hours worked | Verified by manager | Manager’s designation, printed name and contact details |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Section 2: NMC Platforms**

You are required to provide evidence that you have sufficient experience to enable you to undertake a two, rather than a three-year pre-registration nurse education programme. The evidence provided will link to the Nursing and Midwifery Council’s Standards of Proficiency for Registered Nurses [(NMC, 2018) and you are advised to read this document prior to completing this section.](https://www.nmc.org.uk/standards/standards-for-nurses/standards-of-proficiency-for-registered-nurses/) The standards are set out in relation to seven platforms and standards of proficiency which ‘represent the skills, knowledge and attributes all nurses must demonstrate’ (NMC, 2018).

For each of the platforms, you are asked to summarise how the experience outlined in Section 1 relates to them. For example, if you have experience in care work, in relation to platform 1, consider what skills and knowledge you have developed which relate to being an accountable professional. For example, have you followed guidelines and policies in your work? Do you challenge discriminatory behaviour, and do you involve service users in decisions which relate to them? Drawing from your experience, give examples of how you have done this.

If you have a range of experience, draw upon a range of examples to show how your experience is relevant to nursing.

You should also provide supporting evidence, such as job descriptions, testimonies or certificates, for example, making reference to how these support your knowledge and experience. Your supporting evidence should be provided at the end of your submission document.

Please ask for support if required.

|  |  |
| --- | --- |
| **Platform** |  |
| **Platform 1:**  Being an accountable professional |  |
| **Platform 2:**  Promoting health and preventing ill health |  |
| **Platform 3:**  Assessing needs and planning care |  |
| **Platform 4:**  Providing and evaluating care |  |
| **Platform 5:**  Leading and managing nursing care and working in teams |  |
| **Platform 6:**  Improving safety and quality of care |  |
| **Platform 7:**  Coordinating care |  |

**Section 3: Practice reference**

You are required to submit at least one practice/experience-related reference. The reference must be completed by a senior manager within the organisation in which you gained the majority of your experience. If your referee prefers to send the reference separately, please ensure that they have a copy of the document below and are asked to return it to [elaine.whitton@york.ac.uk](mailto:elaine.whitton@york.ac.uk). Referees are required to complete the following:

|  |  |
| --- | --- |
| **Name of candidate** |  |
| **Name and contact details of referee** |  |
| **Designation of referee** |  |
| **Capacity in which they know the candidate** |  |
| **Dates to which the reference applies** |  |
|  |  |
| **Please comment on the applicant’s:** | |
| **communication skills** *(e.g. listening and speaking skills, relationships with others…)* | |
| **ability to work as a team member** | |
| **professional behaviours** *(e.g. adopting a non-judgemental approach, punctuality, self-awareness, respect for others…)* | |
| **work ethic** *(e.g. reliability, trustworthiness, integrity, candour, knows own limitations)* | |
| **Please give your opinion on the applicant’s suitability for a pre-registration, postgraduate nursing programme** |  |
| **Has the applicant ever given cause for concern, been subject to any form of investigation or similar?** |  |
| **Is there anything else that you would like to add?** |  |

Once it is complete, please upload the RPL document to [dohs-rpl@york.ac.uk](mailto:dohs-rpl@york.ac.uk). The evidence will be reviewed by at least two members of academic staff and may also be reviewed by our external examiner. We will be in touch as soon as a decision has been made about your submission.

The Programme Team.