

RPL Applicant Guidelines:
Essay Submission for Undergraduate RPCL Claims
(essay submission is required when the previous academic award is over five years old)

Background

If the previous learning was gained greater than five years prior to the proposed study additional evidence of continued experience at a relevant level will be required in order to satisfy the department of its validity. In order to accredit your previous study and credits you will be asked to provide a current CV, certificate of award and an essay. If your previous award was completed over five years ago you will also be required to supply a recent essay.

The purpose of providing an essay is to provide recent evidence demonstrating that you can write at the appropriate level or have the ability to improve your writing to a higher level. (For example from Level 5 / Intermediate Level to Level 6 / Honours Level). You may receive formative feedback.

The essay forms part of the RPCL application and will not contribute to the programme you are applying for.

Essay Submission

The essay should be submitted with your RPCL application.

Essay Review

Three members of the RPL Committee will consider your RPL application and essay and will decide if your RPCL application is valid and if credits can be accredited to your requested pathway.

Essay Guidance

The essay:

- should be 2,000 words
- must be typed
- *either* it can be an essay you have written specifically for this application
- *or* it can be an essay you have previously had marked by an educational institution in the last five years; if the essay had been previously marked by an educational institutions you must confirm to the APL Committee:
 - (a) why you wrote the essay (eg was it part of another programme or a free-standing module etc)
 - (b) provide details of the module it was submitted for
 - (c) confirm the level the essay was submitted at
- the essay should reflect current practice and guidelines
- it must have a clear introduction which identifies all key areas for later discussion
- it must have a main body and clear conclusion
- it must be clearly referenced in the main body and accompanied by a reference list
- [Level 5 /Intermediate Level marking criteria](#) can be accessed on the web.