**Education for Health**

**6.5 RPCL Application Procedure**

To successfully complete your programme you must obtain a number of credits.

Each module that you undertake has been assigned a certain number of credits under the Credit Accumulation Transfer (CAT) scheme. Individual modules are usually assigned 15 or 30 CAT points at a designated academic level.

The credit value and level have been pre-determined by the Open University. This decision is based on a number of factors but includes the number of hours of study required to complete the module, the level of academic skills that you will need to demonstrate and the depth of knowledge required.

**Recognition of Prior Certificated Learning (RPCL)**

If you have completed accredited/certificated training in the past it may be possible to use some or all of the credits that you have obtained as part of your programme.

Modules to be considered for RPCL must be directly relevant to the programme that you wish to study.

All RPCL must be agreed by the Academic Review Panel before you have completed your first module with us. This is for your benefit, as should your modules be accepted for RPCL you may then be excluded from undertaking certain modules or combinations of modules, depending on your programme. This will ensure that you meet the requirements of the programme.

To include RPL in your programme when you send in your application form you will first need to identify any previously completed study that you would like to be considered for RPCL.

***If your previous study is a direct match for one of Education for Health’s modules (for example if you have already completed an accredited asthma module which awarded you with 30 credits at NQF Level 5), you will need to:***

* Include a copy of the certificate your final mark, if available, along with the learning outcomes of the module. Learning outcomes can be obtained from the institution at which you studied the course.
* We will also need confirmation of the academic level and the number of credits awarded to the course if this is not included on the certificate. Again, this can be obtained directly from the institution.

For study that you have completed more than 5 years previously you will also need to submit a short portfolio showing how you have maintained your knowledge in the subject. The aim of this portfolio is to demonstrate that your clinical knowledge in the relevant area is up-to-date and that you are able to meet the learning outcomes of the module that you wish your study to be matched against. Guidelines for submitting your portfolio are included in this document.

***If your previous study does not directly match one of Education for Health’s modules, but you still think it is relevant to your programme of study you will need to:***

* Decide which of the Education for Health modules you would like to match your study against. You will find information of the learning outcomes for each of our modules on our website ([www.educationforhealth.org.uk](http://www.educationforhealth.org.uk)). If you are unsure then please contact your programme administrator or programme leader for advice.
* Include a copy of the certificate that you obtained and your final mark if available, along with the learning outcomes of the module with your application form. Learning outcomes can be obtained from the institution at which you studied the course.
* We will also need confirmation of the academic level and the number of credits awarded to the course if this is not included on the certificate. Again, this can be obtained directly from the institution.
* Include a portfolio demonstrating how your study has enabled you to meet the learning outcomes of the relevant Education for Health module. ***This portfolio must be submitted regardless of when you completed your study.***

The aim of this portfolio is to demonstrate that your clinical knowledge in the relevant area is up-to-date and that you are able to meet the learning outcomes of the module that you wish your study to be matched against. Guidelines for submitting your portfolio are included in this document.

**There is no fee for submitting an RPCL portfolio.**

On receipt of your submission the programme administrator will collate the submission and prepare it for presentation to the Academic Review Panel. The Academic Review Panel will meet to review your submission

The programme lead informs the programme administrator of the Academic Review Panel decision, providing written documentation to support the decision making process.

Documentation is filed in your student file.

The programme administrator updates the RPL record form and conveys the decision to you.

**Guidelines for submitting your RPCL portfolio**

The purpose of your portfolio is to demonstrate:

1. That your clinical knowledge is relevant and up-to-date
2. That you are able to meet the learning outcomes for the module that you wish to match your study against.

**Section 1**

Please complete the following and attach to the front of your portfolio

|  |  |
| --- | --- |
| Name |  |
| Professional qualification |  |
| Current Employment (Job title and brief description of your role) |  |
| Name of Module that you have studied |  |
| Date of completion |  |
| Name of Education for Health module that you want to match your study against |  |

Learning outcomes of completed module enclosed Yes No

Certificate enclosed Yes No

Evidence of credit rating and academic level enclosed Yes No

Use the headings below to demonstrate how you have kept your knowledge up-to-date and how you have applied your understanding to your clinical practice.

**a. The key learning points from completing my module were:**

**b. Since completing this course I have used my learning to develop clinical practice in the following ways***:*

*(Please use this section to reflect upon how your clinical practice has changed since completing your study. It is important that you show evidence of how you can relate your learning to your clinical work. This section should be approximately 500 words in length)*

**c. Using the learning outcomes from the relevant Education for Health module, demonstrate how you have maintained up-to-date, evidence-based knowledge in each area.**

*(Please use this section to demonstrate how you meet the learning outcomes for the relevant Education for Health module. You may wish to discuss each learning outcome individually, or cluster them together in themes. You may wish to include any relevant update days or workshops that you have attended since completing the module (please include a photocopy of any certificates), any particular projects that you have been involved in or any reading/research that you have undertaken. It is important that you link these to your clinical practice to show how these activities have helped develop your clinical practice to help ensure that you meet the learning outcomes. As a guide, this section should be between 500 – 1,000 words in length).*