

Process for making your claim for credit

Step 1 – Learner meets with tutor to discuss a claim for credit and align to level appropriate learning outcomes.

Step 2 – Learner accesses the PL3b Moodle resources and starts to prepare the application form.

Step 3 – Learner seeks advice from their tutor where necessary

Step 4 – Learner identifies appropriate theory to underpin their application and applies the Harvard Referencing system.

Step 5 – Learner considers what evidence they may wish to refer to in their application (it isn't a requirement that evidence is submitted with the PL3b claim form but the tutor may wish to view these items prior to supporting the application).

Step 6 – Learner requests a letter of support from their employer

Step 7 – Learner submits completed application form to their tutor

Step 8 – Tutor will review the application and if they are in support they will complete a Mentors statement and attach it to the application form.

Step 9 – The application will be forwarded to the secretariat for the RPEL Board who will circulate copies to RPEL Board members and the External Examiner.

Step 10 – RPEL Board will meet and discuss the application.

Step 11 – Applicants will be notified of the outcome.