

**Awarding Body RPL and Credit Transfer Form**

<b>Centre Name:</b>		<b>Learner Name:</b>		<b>Learner ID/ Unique Learner Number:</b>	
<b>Qualification registered on:</b>					

**Credit Transfer** allows for previously accredited achievement from within the Qualification and Credit Framework (QCF) to count towards another qualification, where it is allowed as an **equivalency** within the new qualification, or where the learner has already achieved unit(s) belonging to that qualification.

The unit details for the credit transfer must be completed in the table below. Evidence of achievement must be provided for credit transfers from other Awarding Organisations (see examples in the box provided below); evidence is not required for transferring credit from an MERCURIUS POLITICUS Awarding Body qualification. The completed form must be submitted to your MERCURIUS POLITICUS Awarding Body Customer Support Officer before external verification for which the credit transfers are applicable to.

**Recognition of Prior Learning** is a process of assessing and validating learning or achievement that has not been certificated or accredited previously towards the qualification being studied. Qualification achievement from outside the QCF can also be submitted via an RPL claim (**exemption**). Learners may claim RPL against a whole unit or several units. It is not possible to award part units, but where the RPL evidence does not fully meet the requirements of a whole unit the missing criteria may be achieved via the same assessment processes undertaken by taught learners. This form must be completed and presented alongside the RAC to the External Verifier or Approved Internal Verifier.

The learner listed above has submitted evidence of achievement in support of a claim for:

<b>Unit Title</b>	<b>Unit Reference number</b>	<b>Assessment Criteria</b> (all, or if partial list criteria evidenced)	<b>Credit transfer / RPL</b> (choose)	<b>Evidence provided</b> (list: eg work experience records, statements from employers, essays, certificates of achievement of non-QCF qualifications)

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**(Recognition of Prior Learning only)**

I confirm that the evidence submitted is my own work and meets the assessment criteria for the units identified.

<b>Learner name:</b>		<b>Signature:</b>		<b>Date:</b>	
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- (i) We confirm that the work covers the assessment criteria indicated above and that the unit should be awarded without further evidence.\*
  - (ii) At this stage the evidence is insufficient and further work is required – see box below.\*
- (\*delete as appropriate)

<b>Assessor name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>IV name:</b>		<b>Signature:</b>		<b>Date:</b>	

**Additional Evidence required** (see also below)

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**Review of additional Evidence**

We confirm that the additional evidence has been successfully completed:

<b>Assessor name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>IV name:</b>		<b>Signature:</b>		<b>Date:</b>	