# RPL initial application form Supporting Document

The purpose of this document is to provide support and guidance for anyone completing the College of Policing RPL Initial Application Form.

The RPL process is open to both current and retired police officers and staff and takes account of the learning an individual may have gained during their career to help them access a professional or academic qualification. By applying to have the learning you have gained from prior experiences and training recognised you may be able to reduce the length and cost of a standard qualification.

Please note the RPL initial application form is a starting point for the process and HEIs and Recognised Qualification Providers may require further work/ evidence to support your claim. This could be in a number of different forms and will depend on the provider you are applying to, it may include but is not limited to; portfolio, professional discussions, reports, witness testimony. You should speak directly to the provider of your choice to learn more about the relevant assessment process.

## 1. Personal Details

Accurate personal details are required for your chosen provider to be able to easily contact you. The RPL Initial Application Form should be sent directly to your chosen provider, they are responsible for the handling of data contained within this application, and are identified as the data controller under data protection.

## 2. Course being applied for

Please give the full title of the course you are considering applying for, some institutions will have more than one course available.

## 3. Academic qualifications

- Please list any formal learning you may have completed at a University or College which you think may be relevant.

- Please indicate the credit level and the number of credits awarded to the qualification where this is known.

HEIs and other qualification providers may consider some of the learning gained from the listed academic qualifications as relevant to the course you are applying for. Where this is the case they may award additional credit as part of your RPL application.

However, this is at the discretion of the HEI or qualification provider in line with their RPL policy.

## 4. Other Training Courses

The College of Policing has assessed and evaluated the courses within the National Policing Curriculum and created a standardised national framework of courses and their associated credit level and value. HEIs and qualification providers within the College Directory have agreed to the credit values indicated, subject to relevance to the course applied for, suitable evidence and any limitations on credit claims. These courses can be found in the Credit Estimator on the Professional Development Platform, will show in your Credit Estimator summary along with the associated credit level and value.

However, not all courses were suitable for inclusion in the National Policing Curriculum Matrix, this section gives you the opportunity to include additional courses, not included in the matrix which you think may be relevant to the course you are applying for.

- Please attach your Credit Estimator summary to your RPL initial application form.
- If you have completed other CoP or local in house training which was not listed within the National Policing Curriculum Matrix, that you feel is relevant to the course being applied for, please give details in this section.
- The National Policing Curriculum Matrix can be found in all information and guidance documents on the Professional Development Platform, and is represented by the courses listed in the Credit Estimator.
- Credit may be awarded to the additional courses listed at the discretion of the provider you are applying to.

# 5. Brief Outline of Previous Professional Experience:

**5.1. Identify up to five of the most recent substantial roles / responsibilities that you have undertaken within a professional policing context. You will have an opportunity later in the form to describe how you learnt from the experience of being in this role (the box will expand as you type).**

- Where possible these roles / responsibilities should link to the skills you are claiming for in the Advanced Standing matrix
- The skills listed in the Advanced Standing Matrix can be found in all the information and guidance documents on the Professional Development Platform, alongside explanations of 'what this looks like' for some roles. They are also listed in the Credit Estimator on the Professional Development Platform.

**5.2. In up to 500 words give an example of how you have developed your understanding of your chosen area of study from performing your professional policing duties.** *For example you may want to consider: your involvement in problem solving within a policing context including the use of different data sources / elements of community engagement to both extend your understanding of local police problems and how they can be tackled / experience of working as a team including with partners both internally and externally*

- Think about the advanced standing skill sets you selected in the Credit Estimator, these identify generic skill areas which can be used to help inform your application. Use these to help structure your answer.
- The 'what this looks like' section found in the RPL individual guidance documents on the Professional Development Platform, and the supporting resources of the Advanced standing/ skills set section of the Credit Estimator may help link these skills areas to your day to day roles.
- Look at the 'what this looks like' section to see what the typical academic level of your role is. This will help you consider how you have developed your understanding and the learning you have gained. It may also be useful to look at the 'Typical academic level' described for the different ranks and levels to help inform your application, especially if you have previously acted up in any capacity and therefore may be able to demonstrate evidence at a higher academic level than your current role.

- **Do not** disclose any sensitive information in your application

**5.3. In up to 500 words provide an example of how you have applied learning to practice.**

*For example, you may want to consider how you have changed your practice as a result of the learning you have undertaken and the impact this has had as a result / any results analysis you have been involved in and what learning you took from that process*

- Reflect on the learning you have achieved through your roles / responsibilities and the skills and experience you have gained during your career, this may be from things that have gone wrong as well as things that have gone right.

**Where to send your application**

Your completed application should be sent along with your Credit Estimator summary to the institution where you wish to study. It **must not** be sent to the College of Policing. Any applications sent to the College will be deleted and your application will not progress further.