[Trinity Laban Staff Intranet](http://intranet/)

**Recognition of Prior Learning (RPL)**

To make a claim based on your existing taught learning experiences, you need to tell us about your participation in:

1. Completed ‘certified’ courses (or parts of such courses) undertaken in other Higher Education institutions, including Open University credits and courses operated through other national validation bodies such as Trinity Guildhall.
2. ‘Uncertified’ staff development activities provided by local authorities, schools, orchestras, or other agencies such as INSET (some, but not all such activities will fall within this category).
3. Studies commenced at another Higher Education Institution from which you would like to transfer credit.

To make a claim based on your existing professional learning experiences, you need to tell us about new/improved abilities, knowledge, concepts, attitudes, skills, etc. you have gained through your professional life. The outcome of these learning experiences should be demonstrable within, for example, your CV, recordings, publications, etc., but you must be able to articulate what the learning outcome/s of any such activities are. This can be achieved by considering your experience in the following way:

This is what I did

(experience)

This is what I learnt

(reflection)

This is the proof

(conceptualisation)

This is what I can do now

(application)

**Notes**

1. The information you provide need not necessarily be connected with musical study.

2. When outlining your experience you must consider what learning has developed as a result of this experience, and the basis of your evaluation.

3. Your answers should show reflection on your existing skills as well as a critical awareness of your learning.

4. Try to demonstrate in as much details as possible the learning you have gained, including any transferable skills you may have developed, and how you evaluate these.

5. Clear presentation, including good English, is important, and in itself can be an indicator of academic potential and ability.

**Recognition of Prior Learning (RPL)**

1. **Programme to which application relates:**

2. **Name:**

3. **Your Professional Experiences:**

**In the left hand column please list any experiences (work and/or otherwise) you have had to date, indicating the time spent on each and briefly outlining any tasks undertaken.**

In the right hand column list any skills or knowledge which you feel you learned from this experience. You could include practical skills, technical skills, data‑handling skills, or any other category you wish to indicate. Please continue on further pages if necessary.

**Experience What was learned**

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**Admin only:**

4. **Your Learning Experiences:**

Please give details of any courses of study you have undertaken (certified or otherwise), including any qualification/mark gained. Please provide as much information as possible, including the level of study (this should be indicated on the programme specification document for any HE level course), number of credits available, awarding body, length of course (including an itemised list of the number of hours involved), outline of all coursework submitted or examinations taken (including their length, word limits, etc.) and the date on which you completed the course. If possible, please provide us with any relevant photocopies drawn from the documents you were given on commencing your course of study.

**Course What was learned and qualification (if applicable)**

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5. **Any other experiences**

If there is anything else you have undertaken which has given you any academic skills, please describe them below:

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I certify that the above information is correct to the best of my knowledge and I am aware that it will contribute to the processing of my application to Trinity Laban Conservatoire of Music and Dance.

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Admin only:**