PHOENIX ACADEMY
ACUPUNCTURE & HERBAL MEDICINE

Specialists in Classical Chinese Medicine Education
5 Lonebarn Link | Springfield Business Park | Chelmsford | CM2 5AR | UK

Phoenix Academy of Acupuncture and Herbal Medicine Academic Policy

Guidance for Recognition of Prior Learning (RPL)

Our 3 Year Chinese Herbal Medicine Diploma programme requires all students to achieve at least level 6 qualification in acupuncture (outlined in our admission policy) to join the course. However, many of the applicants have achieved much more than what is required, and therefore, they are entitled to focus on the contents they have not learnt yet.

When previous learning achievement is formally recognised, students will not need to attend the teaching/learning in the course, which they have appropriately learnt, and the relevant credits will be added on to our register.

We value the previous learning in forms of formal degree/certificate/licentiate level, but CPD and other forms of learning are also considered.

Ideally, all applicants are advised to check if they are entitled to claim RPL. However, students might consider this for application at year 1. There will be no RPL application in second year and third year, as all modules are considered to be core and have to be freshly achieved.

Some of the prior learning regarding to RPL will have been achieved in other educational institutes. For the application of RPL, please submit your certificates, details of the content previously covered, the learning level, and hours of learning ready for our academic team to consider.

To accept prior learning on to our register record, the achievement must match or exceed our teaching planned.

RPL Application and Acceptance Procedure

To apply for RPL, a candidate should ask for guidance and a copy of this document to prepare their RPL application.

The application form will be made available upon request.

1. The first step is to complete the form.
2. Then, all supportive documents should be scanned as attachment, please make sure that original documents are ready for the team to check, if the team decide to do so.
3. When the RPL application form and supportive documents are ready to submit, please send them by email to the course administrator office@phoenixtcm.org.uk

4. On receiving the application, the administrator will carry out an initial assessment to make sure all documents are submitted correctly. Then an acknowledgement email will be sent back to the applicant.
5. The submitted form and documents will be forwarded to the course director for consideration.
6. Usually, the course director will make the decision within three weeks, when the evidence is strong.
7. When a decision is made, a formal email will be sent to the applicant, informing the outcome.

The Evidence that you submit with your RPL claim should be:

- Relevant (the learning content is the same or very similar)
- Authentic (The original certificate is available, with valid contact methods)
- Current – within five years
- At the right level (for our course, all RPL must be at least at level 6 of HE standard, or above) Sufficient (learning hours/length matching our planned learning)
- Verified by one referee.

RPL evidence should include items listed below:

- *certificated learning achieved with other higher education institution*
- *courses/modules document usually supplied by the institutes, indicating level, content, learning methods, learning hours, learning outcomes, assessment methods, etc*
- *certificate of study/placement hours/days actually attended*
- *journal articles/case studies published* o *projects completed or work group records*
- *practice experience, research activity*
- *reflective writing, critical incidents*
- *teaching, health promotion materials developed*

For applicants who completed the learning longer than five years ago, but who continue applying this knowledge and skill in practice, the original documents, and recent CPD in relevant area, or publishing, self-reflection etc should be supplied as evidence that this part is maintained UpToDate.

Contact Information
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Phoenix Academy of Acupuncture and Herbal Medicine
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RPL Application Form

Student Name:

Student cohort no:

Application submission date:

Intended Modules	Awarding HE institution	Level of HE	Learning period From to	If achieved longer than five years ago, evidence of CPD more recently

Declaration:

I submit this application form with my previous learning records for the purpose of evidencing prior learning. I hereby declare that all electronic copies of the supportive evidence are true to original documents. I will be able to provide the real documents if requested.

I authorise the access to my supplied information by the administrator, the register, and relevant academic team, according to relevant law and regulation, with the understanding that the documents should be kept by the Academy according to their Data Policy.

Name of the applicant:

Signature