

MA/PG Dip/PG Cert Security Studies RPL Application Form

This RPL form is designed to guide you through the application process for the Master of Arts (MA), Postgraduate Diploma (PG Dip) or Postgraduate Certificate (PG Cert) in Security Studies. By completing it, you will provide the necessary evidence to support your claim for recognition. Please ensure that all relevant sections are filled out accurately and that any required supporting documents are attached. Your submission will be reviewed by the RPL committee, who will determine if and how many credits you can be granted based on your prior learning or experience.

Recognition of Prior Learning (RPL) towards the MA, PG Dip or PG Cert can be achieved through the below:

1. Prior certified learning (RPCL) – Credit Transfer

This is the process of recognising credit that has been awarded through formal study either at King's College London or at another higher education institution, usually within the past five years. A student can use credit towards their King's Security Studies award as long as it has not already been used towards a formal qualification elsewhere. If the credit has been used towards an existing award then that award will need to be revoked so that the credit can be transferred. Note that credit cannot be used towards more than one award. Learning outcomes of all modules you have completed will be reviewed to ensure they align with the [learning outcomes of the MA in Security Studies](#).

2. Prior experiential learning (RPEL)

This is knowledge and skills gained through experience. Experiential learning will have taken place in a work-based setting (it can also include voluntary work). If you wish to claim credits for RPEL, you will need to select an optional module (worth 15 credits) from the list of available modules on the Security Studies programme that is most aligned with your experience in a security and defence-related role. You will then submit a **work-based portfolio** which consists of an essay of 2,500 words maximum, as well as supporting evidence where relevant. The work-based portfolio will detail how your work experience aligns specifically with each of the [learning outcomes of the selected module](#). Please do not exceed the word limit.

3. Recognition of Prior Learning (RPL)

This is formal education that didn't result in a UK higher education qualification and has not been accredited. Such learning might include professional development courses, employment-based awards, and completed courses awarded by a non-UK higher education institution. If you wish to claim credits for RPL, you will need to select an optional module (worth 15 credits) from the list of available modules on the Security Studies programme that is most aligned with the security and defence-related formal study you have previously completed. You will then submit an **essay of 2,500 words** maximum. The essay will detail how the learnings of the course you previously took align specifically with each of the Learning Outcomes of the selected module. Please do not exceed the word limit.

Word Limit

The School of Security Studies operates a strict word limit policy, and you should not write more than the specified amount of words when completing an assessment. For the essay that constitutes the work-based portfolio, the maximum word count is 2,500. Note that this word count does not include any supporting evidence you provide. You should aim to write at least 90% of the word count. As such, the essay should be between 2,250 words and 2,500 words in total.

For both RPEL and RPL you can choose more than one module, but you must submit a personal statement/reflective essay for each one separately. Please note you cannot use the same evidence for different modules. A list of modules and their learning outcomes can be found [here](#)

Overall, you can claim credits for 2/3 of your degree which means that the maximum credits that you could claim for the MA in Security Studies is 120 credits, as an MA is 180 credits.

If you have any questions on the above, please contact us at kiass@kcl.ac.uk.

Section 1 - applicant details

Full name:	
Postal address:	
Email:	
Telephone number:	
Programme [PgCert; PgDip; MA]:	

Section 2 - details of prior learning, prior certified learning and/or prior experiential learning

Are you making a claim for prior certified learning achieved at King's College London? [yes/ no; if yes, proceed to section 3]	
Are you making a claim for prior certified learning achieved at another higher education institution? [yes/ no; if yes, proceed to section 4]	
Are you making a claim for prior learning (unaccredited)? [yes/no; if yes proceed to section 5]	
Are you making a claim for prior experiential learning? [yes/ no; if yes, proceed to section 6]	
How many credits in total are you claiming at master's level (level 7)? [15; 30; 45; 60; 75; 90; 105; 120]	

Section 3 - certified learning awarded by King's.

1. Please complete the following table in full for your King's certified learning.

Student ID (if known)	Module Name	Module code	Date completed	Credits	Grade
			[MM/YYYY]		[40-100]

2. If you commenced a King's programme of study but did not complete it, please detail what you did complete and when. [please use an extra sheet]

Section 4 - certified learning achieved at another higher education institution.

1. Please complete the following table in full for your certified learning.

Programme Name	Module Name	Institution	Country	Date completed	Credits	Grade
				[MM/YYYY]		

2. If you commenced a programme of study at another higher institution but did not complete it, please detail what you did complete and when. [please use an extra sheet]
3. Please upload copies of the following documentary evidence:
 - An official transcript (translated to English as necessary) certified by the appropriate officer(s) of the institution(s) where the prior learning took place.
 - Confirmation of grades by module

- Number of learning hours (overseas)
- Module outline/specification/learning outcomes

Section 5 - prior learning (unaccredited)

1. Please complete the following table in full for your prior unaccredited learning.

Course or programme of study	Length of study	Institution or place of study	Course details	Date completed
				[MM/YYYY]

Please upload copies of the following documentary evidence:

- A completion letter or certificate signed by the appropriate officer(s) of the institution(s) where the prior learning took place.
- Number of learning hours
- Course outline/specification/learning outcomes
- Personal statement/reflective essay (as described above) demonstrating how each of the module learning outcomes for which you wish to claim credits have been achieved.

Section 6 – prior experiential learning

1. Please complete the following table in full for your experiential learning.

Employer	Employer address	Dates employed	Role	Brief description of role and experience
		[MM/YY to MM/YY]		

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2. Please upload copies of the following documentary evidence:

- A reference/ supportive letter from employer
- CV or job description
- Portfolio/examples of work undertaken
- Personal statement/reflective essay (as described above) demonstrating how each of the module learning outcomes for which you wish to claim credits have been achieved.

Section 6 – declaration

I confirm that all the information submitted is correct.

Name	
Date	

Please note that it is your responsibility to provide all the information requested. Any failure or delay in doing so may lead to your application not being considered, or a delay in its processing.

Your application will be considered by the RPL Review Committee for the award of credits towards your programme. RPL applications can take up to 21 days to review depending on the complexity of the information provided. You will be contacted directly with the outcome of your application and you may be asked for additional evidence or information.

If successful, RPL credits will added to your student record once you have fully enrolled on your programme of study.

We would like to note that we welcome applications from individuals who have taken breaks in their professional careers or education due to caring responsibilities. All applications will be reviewed on an individual basis by the RPL Committee.