# RPL Guide

## Applying for RPL using the NCG HE Student Portal

Carlisle college | KIDDERMINSTER COLLEGE | LEWISHAM COLLEGE | Newcastle College | NEWCASTLE SIXTH FORM COLLEGE | SOUTHWARK COLLEGE | West Lancashire College

# RPL – What is RPL?

Recognition of Prior Learning (RPL) is a process that allows us to recognise learning, skills and knowledge you have already gained before starting your course. This learning may have come from previous academic study, professional qualifications, work experience, training, or other relevant life experiences.

Through RPL, you may be able to:

- Gain entry onto a course based on your previous learning and experience.
- Receive academic credit for learning you have already achieved.
- Be exempt from studying certain modules where you can demonstrate that you have already met the required learning outcomes.

Further information on the NCG Recognition of Prior Learning policy can be found here.

# RPL – NCG HE Student Portal

To apply, you must provide evidence of your prior learning through the NCG Student Portal.

Evidence may include (but not limited to)

- Qualifications
- Professional certifications
- Work-based documents
- Employer endorsements
- Other materials that demonstrate your knowledge and skills.

All RPL applications will be considered by the NCG RPL panel who will collectively decide whether the evidence submitted demonstrates achievement of the learning outcomes.

You will be notified of the outcome through the NCG Student Portal

# RPL – NCG HE Student Portal

Considerations when applying for RPL:

- Students are to attend all classes / workshops / sessions until RPL is approved
- RPL approval is not guaranteed
- RPL is approved by a panel of Higher Education Managers
- It is the students' responsibility to complete their RPL application including the mapping document and submission of appropriate evidence to support the application.

# NCG HE Student Portal

**Link to the NCG Student Portal:**

https://he-student-portal.ncgrp.co.uk

# RPL - Process

- Students given access to template documents
- Students have their Module Guide (s)
- Write / update CV
- Letter from Employer
- Complete one Mapping Document per Module

# RPL - Process

Collate supporting evidence – photographs/images are accepted.

Complete your Mapping Document – where relevant please embed evidence into the mapping document.

Register on HE Student Portal using your student email account and log in details.

Select ‘New Request’

Upload supporting documents

Submit

# RPL - Documents

The following documents are needed for an RPL application:

- Mapping Document – ‘Module Matrix – Evidence Mapping’
- Supporting Evidence (can be an appendices to the mapping)
- CV
- Supporting Employer letter – support application / endorse evidence

# Module Matrix – Evidence Mapping

## Module Matrix - Evidence Mapping

| | | |
|---|---|---|
| Student Name: **Insert your full name here** | | Student ID: **Insert ID no** |
| Programme: **Insert full programme title** | | |
| Module Title: **Insert full module title** | | |
| Module Code: **Insert module code** | Module credit value: **Insert credit for module** | Module Level: **Insert level** |

# Module Matrix – Evidence Mapping

| Learning Outcome 1: **Insert LO 1 from the Module Guide** |
| --- |
| Previous Experience |
| *Map against previous experience demonstrating where your experience fulfils the learning outcome above*<br><br>**Insert information of previous experience linking this to the LO – offer depth and detail** |
| Previous Learning<br>*Map against previous learning demonstrating where your experience fulfils the learning outcome above*<br><br>**Insert information of previous training / workshops / learning linking this to the LO – offer depth and detail** |

# Module Matrix – Evidence Mapping

| Learning Outcome 3: Insert LO 3 from the Module Guide |
| --- |
| Previous Experience |
| *Map against previous experience demonstrating where your experience fulfils the learning outcome above*<br><br>**Insert information of previous experience linking this to the LO – offer depth and detail** |
| Previous Learning<br>*Map against previous learning demonstrating where your experience fulfils the learning outcome above*<br><br>**Insert information of previous training / workshops / learning linking this to the LO – offer depth and detail** |

# Module Matrix – Evidence Mapping

| Learning Outcome 4: **Insert LO 4 from the Module Guide** |
| --- |
| Previous Experience |
| *Map against previous experience demonstrating where your experience fulfils the learning outcome above*<br><br>**Insert information of previous experience linking this to the LO – offer depth and detail** |
| Previous Learning<br>*Map against previous learning demonstrating where your experience fulfils the learning outcome above*<br><br>**Insert information of previous training / workshops / learning linking this to the LO – offer depth and detail** |

# Module Example

**ENG480 Skills for Success 20 credits**

**LO1:** Describe a range of academic skills

**LO2:** Apply and develop a range of academic skills

**LO2:** Describe a range of personal development skills

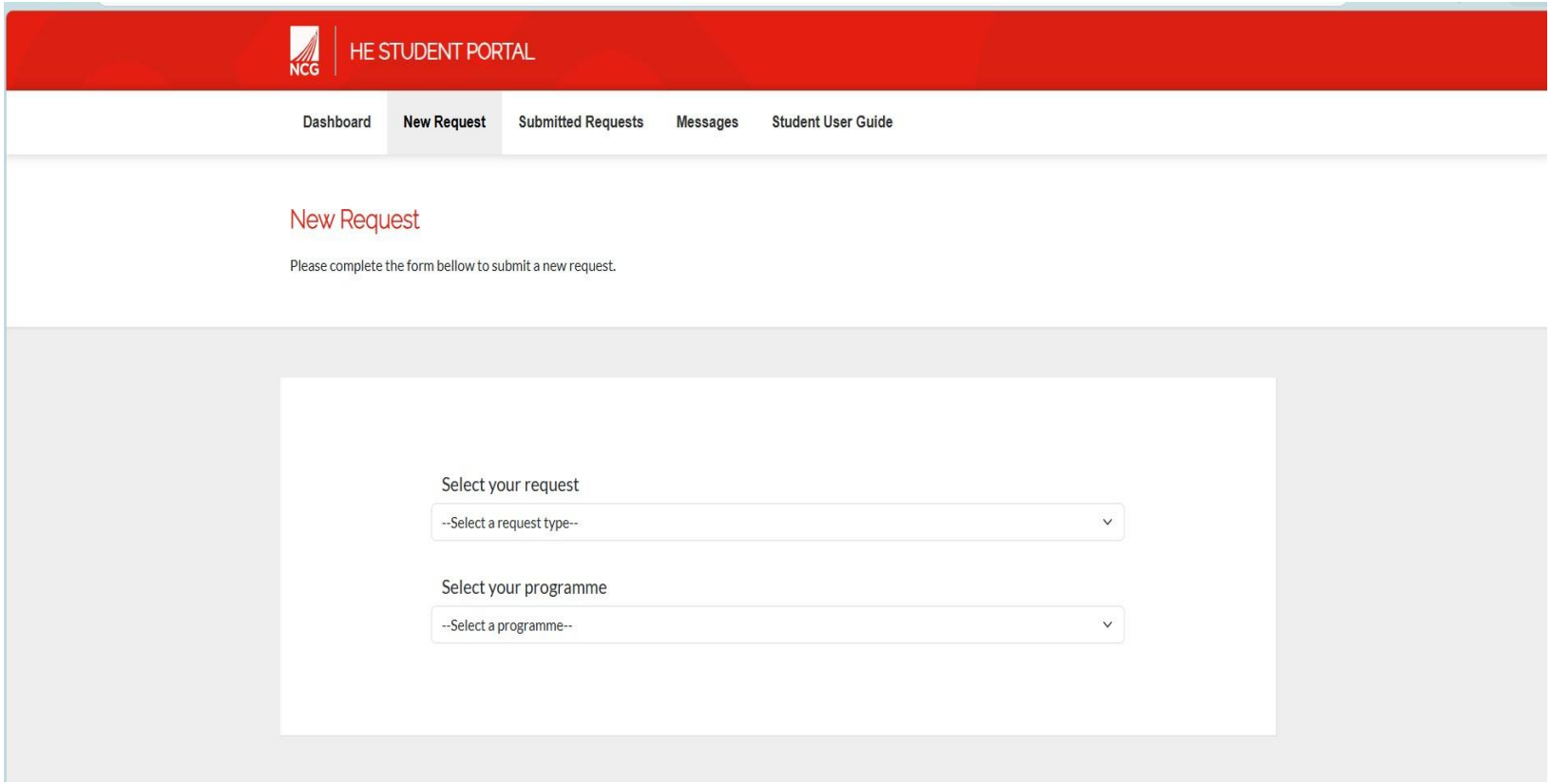
**LO3:** Apply and develop a range of personal development skills.

# NCG HE Student Portal

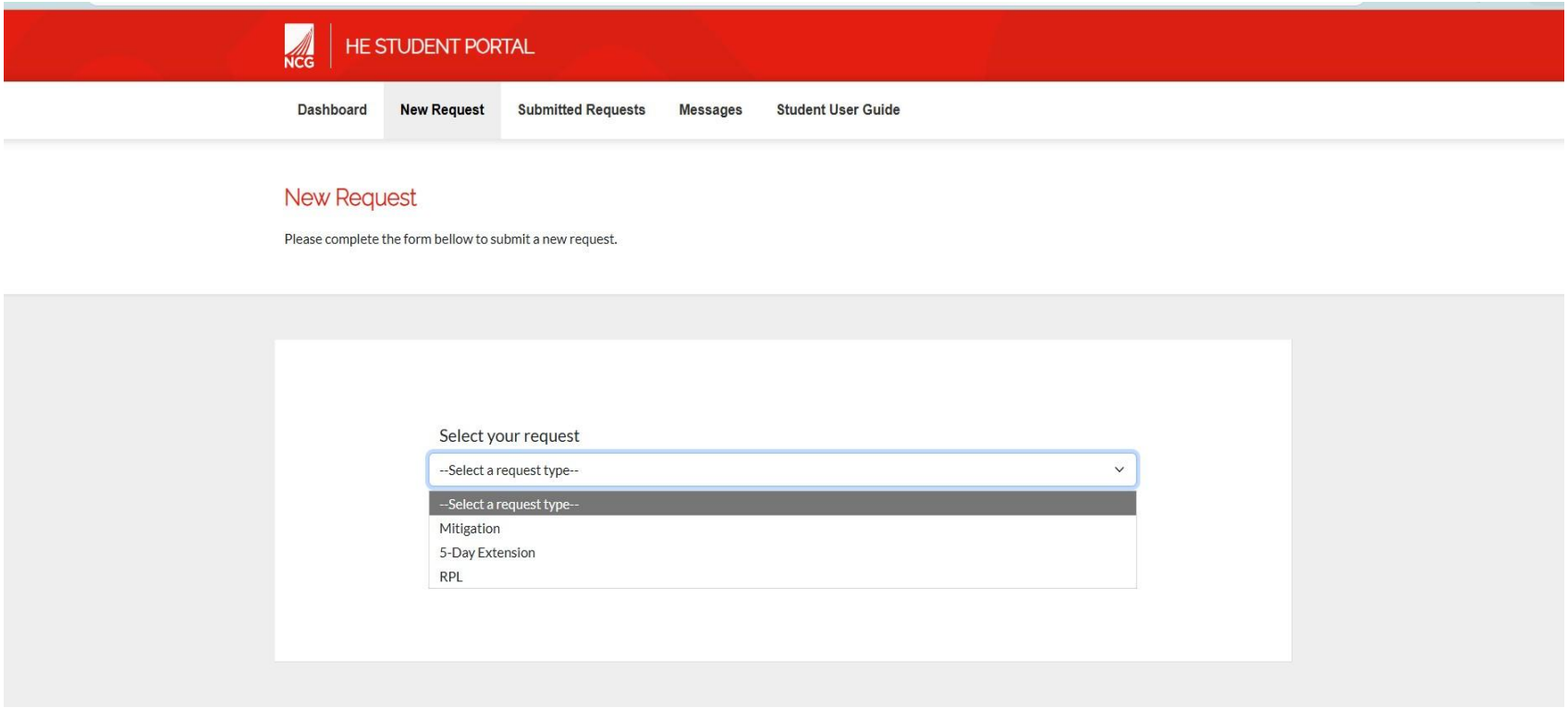
## Submitting your RPL application

https://he-student-portal.ncgrp.co.uk

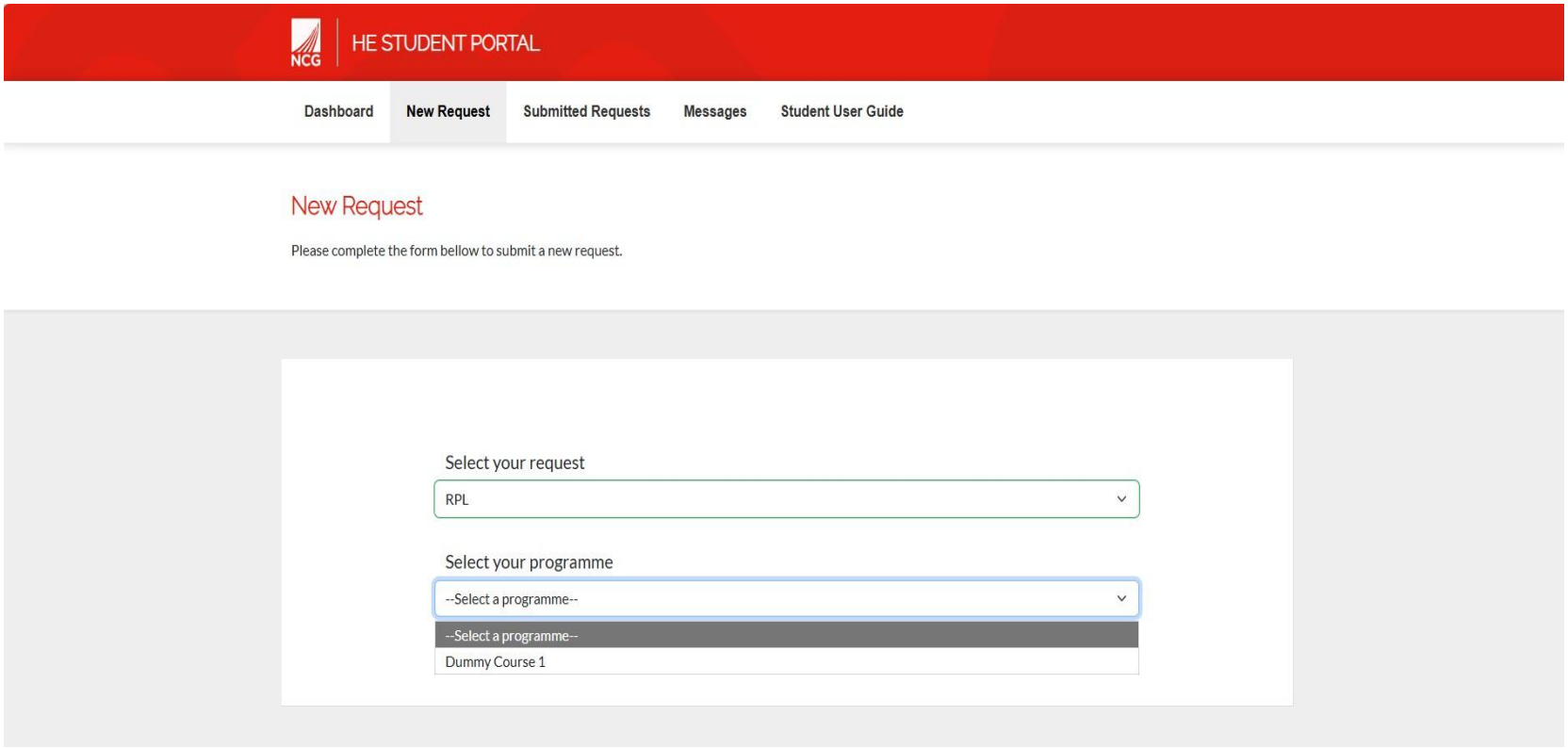
# RPL – New Request



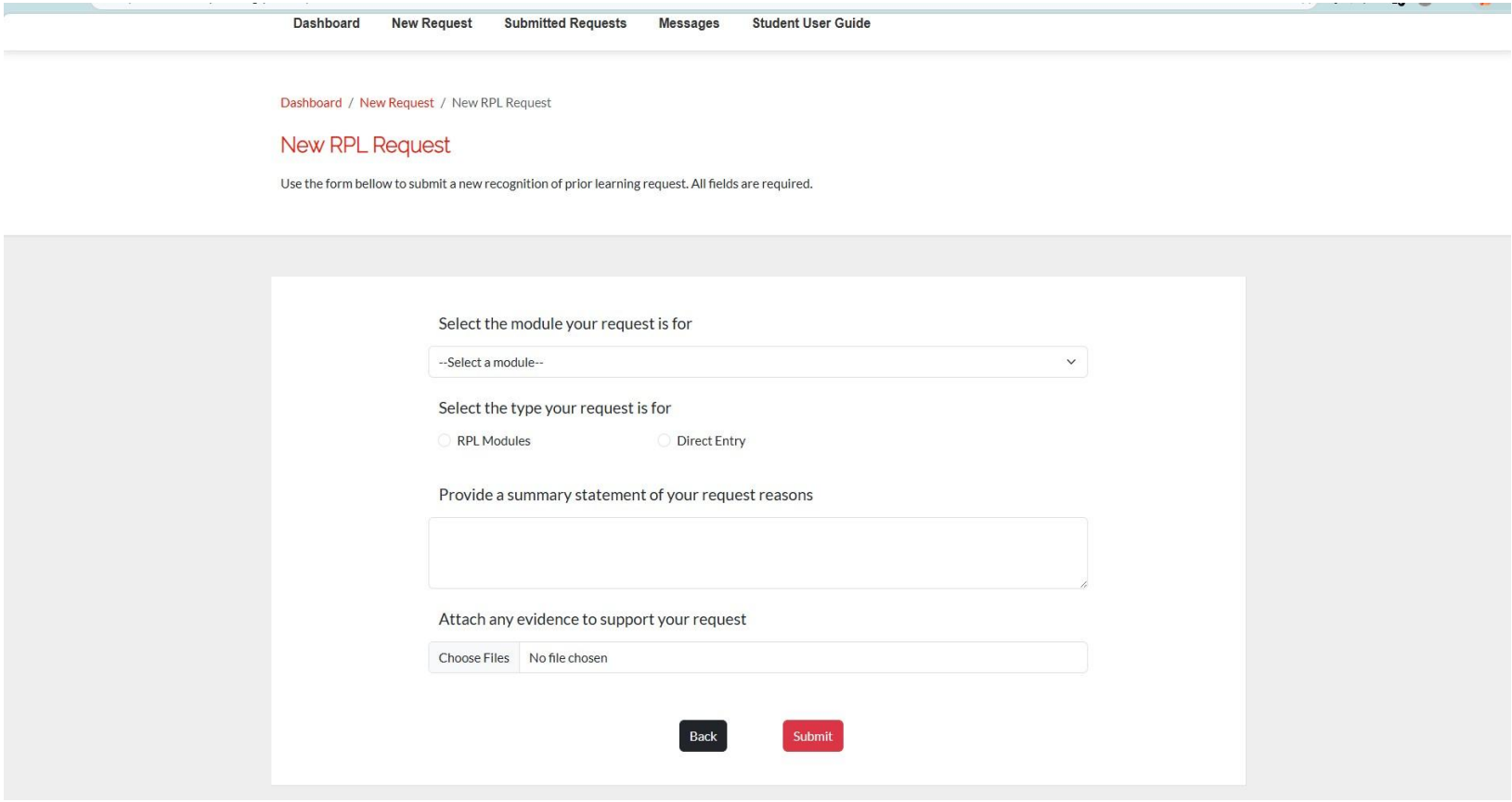
# RPL – New Request



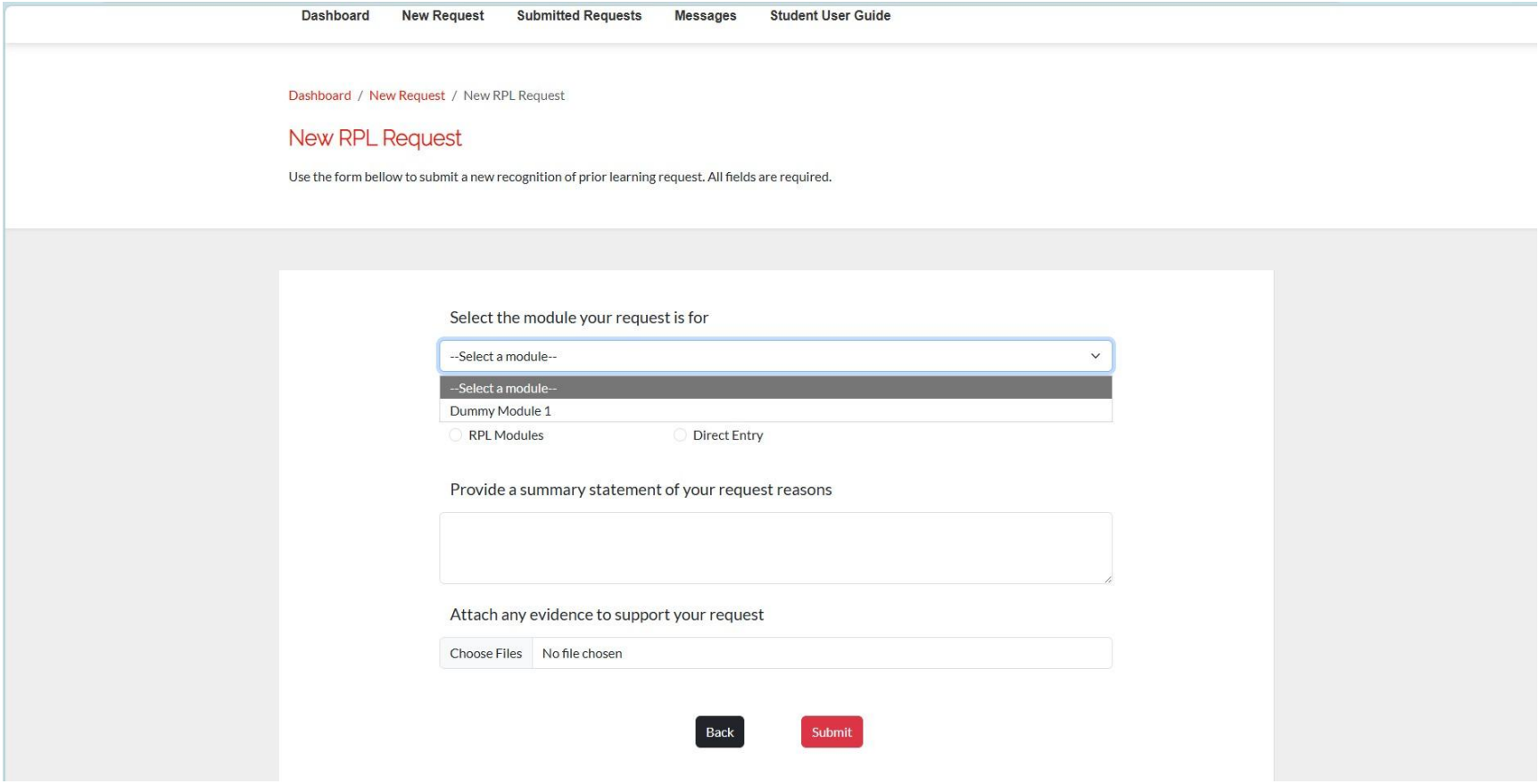
# RPL – New Request



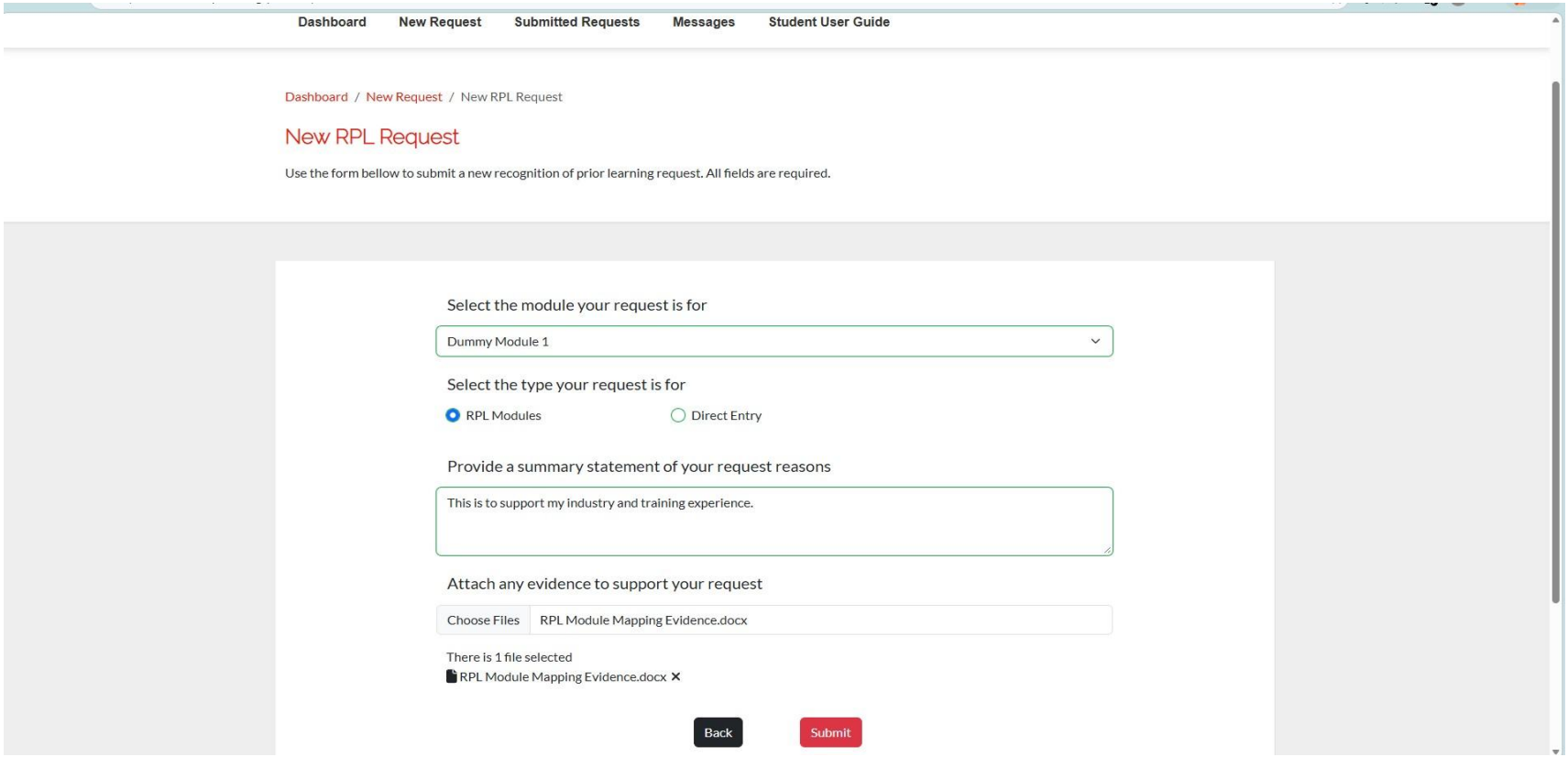
# RPL – New Request



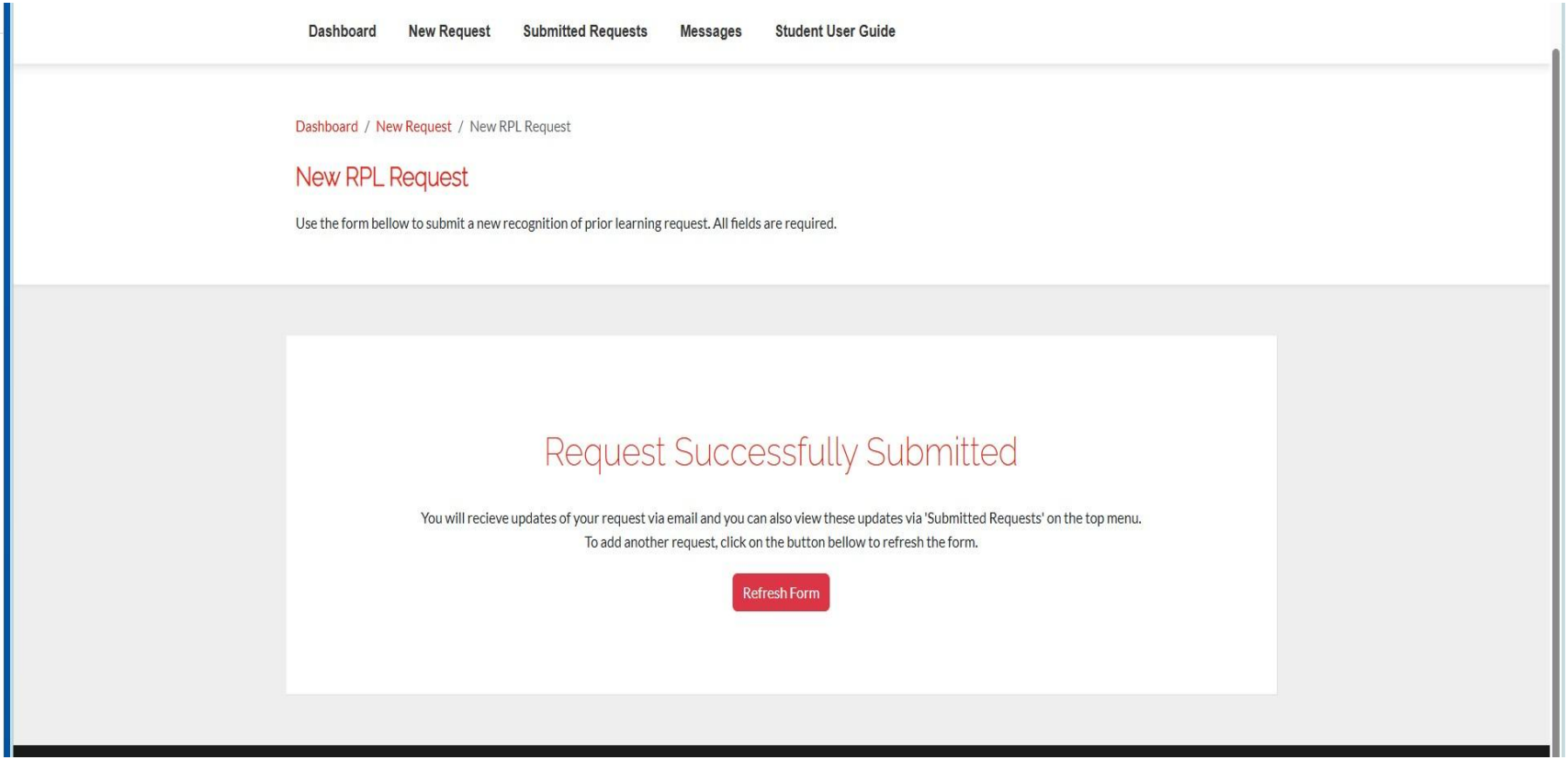
# RPL – New Request



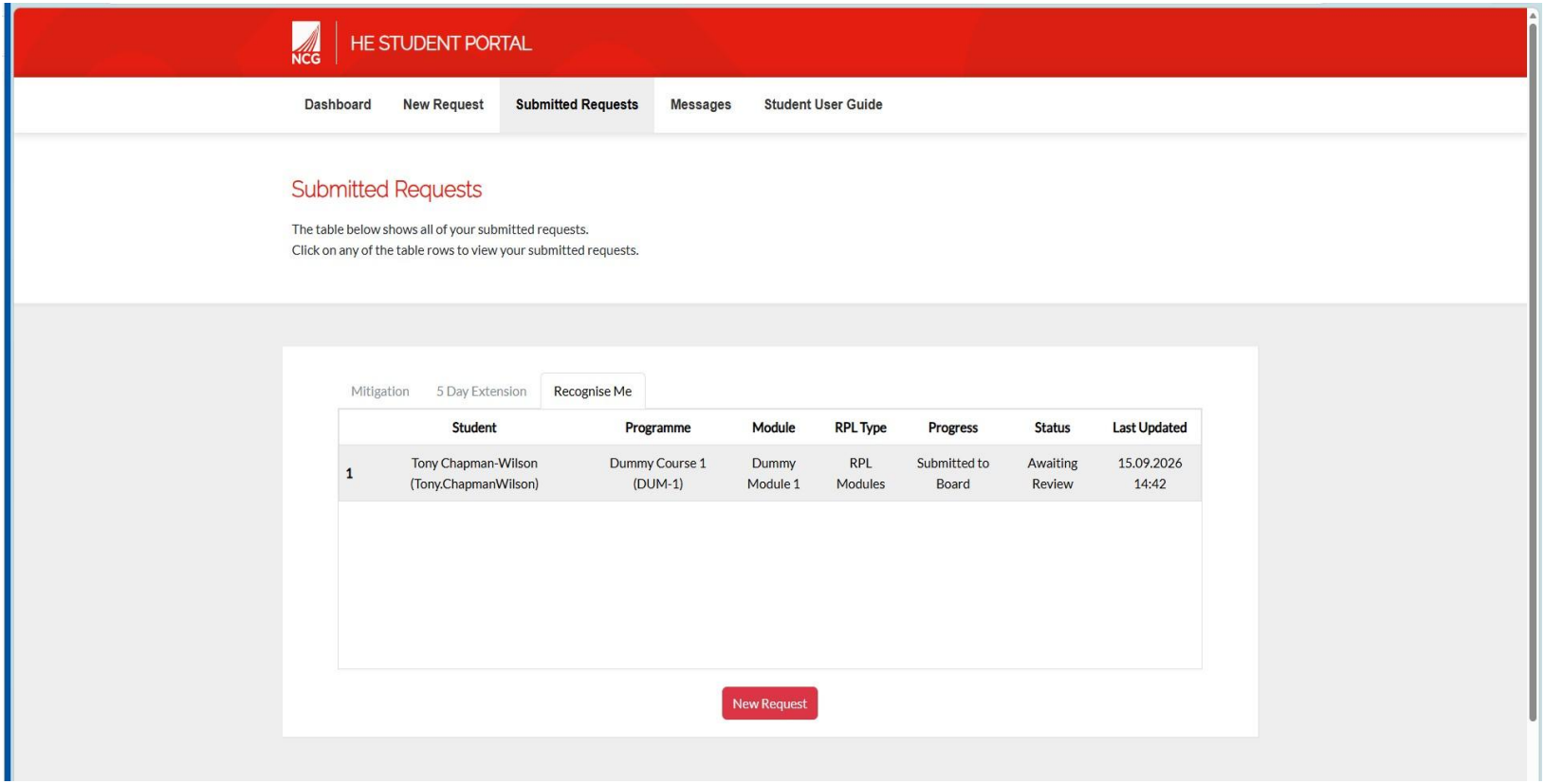
# RPL – New Request



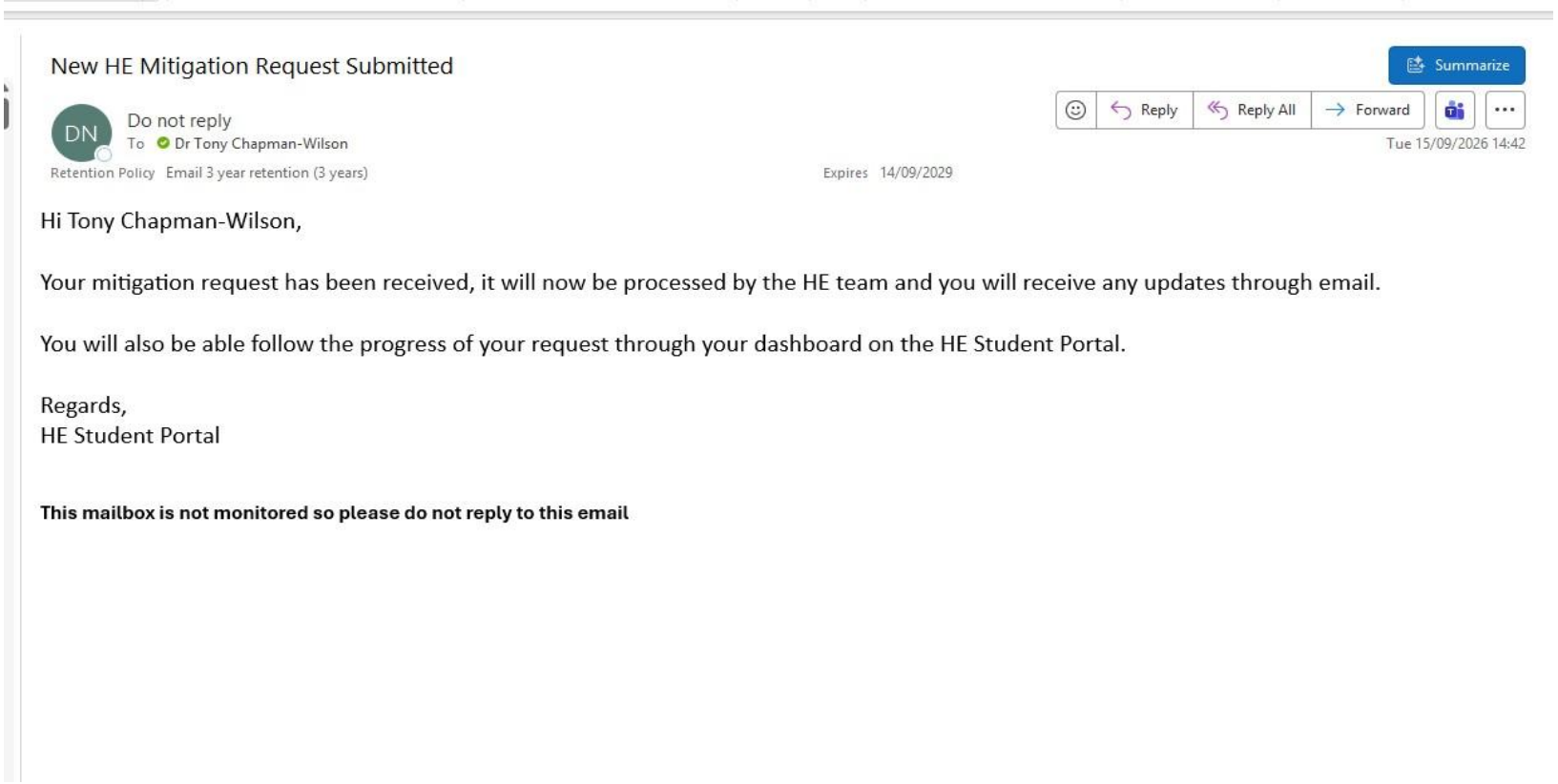
# RPL – New Request



# RPL – New Request



# RPL – Email Confirmation



New HE Mitigation Request Submitted

Summarize

DN Do not reply
To Dr Tony Chapman-Wilson

Reply | Reply All | Forward

Tue 15/09/2026 14:42

Retention Policy Email 3 year retention (3 years) Expires 14/09/2029

Hi Tony Chapman-Wilson,

Your mitigation request has been received, it will now be processed by the HE team and you will receive any updates through email.

You will also be able follow the progress of your request through your dashboard on the HE Student Portal.

Regards,
HE Student Portal

**This mailbox is not monitored so please do not reply to this email**

# RPL – New Request

RPL application are expected to be submitted to the NCG Student Portal at least 5 working days before the scheduled RPL Committee.

**RPL Committee Dates 2026-27**:

- Tuesday 6 October 2026
- Tuesday 3 November 2026
- Tuesday 15 December 2026
- Tuesday 9 February 2027
- Wednesday 12 May 2027

# RPL – NCG HE Student Portal

If you have any questions, please contact your module leader or alternatively you can contact tellusnow@ncl-coll.ac.uk