

HOW TO APPLY FOR RPL

1. Choose the programme of study with BOU

- Check website for the list of them.
- Consult the Centre for Prior Learning Assessment (CPLA) at HQ or Tertiary Manager in your Region to discuss the modules of study and their specific learning outcomes

2. Compare your experiential learning with the programme's learning outcomes. Then identify your area of interest.

- i. If you do not meet the entry qualifications for the programme, apply for RPL for Access. Complete the Form (RPL 01). Refer to the Flow diagram illustration on the website. The relevant school will decide on the series of assessments to carry out on you to decide your competence to enrol for the programme.
- ii. The students who feel they have experiential knowledge of one or more of the courses in their programme may apply for RPL for Credit using the Form (RPL 02). Refer to the RPL for credit flow diagram. They will be assessed by the relevant school. If they are found competent, they will be exempted from doing the course (s). At most 40% of the courses in the programme will be allowed RPL, the remaining 60% will have to be done with the institution.

3. Credit Transfer and Exemption

- i. If you have failed to complete the programme at your previous institution, and you want to complete it with BOU; You can transfer the Credits of the already completed courses that are comparable to BOU courses. You will need to complete the Form (RPL 03) and submit certified documents that support your claim.
- ii. If some courses in the programme you have been admitted for are comparable to the courses you have already covered in your previous qualification, you can apply for Exemption. Complete the Form (RPL 04) and submit it with documents of evidence for your claim.