

Register of Animal Musculoskeletal Practitioners

**Stage 1 Recognition of
Prior Learning
Information document
January 2018**



Recognition of Prior Learning & Recognition of Prior Experiential Learning

Application Process and Guidelines for Applicants

Introduction

The RAMP application process consists of 3 stages:

- **Stage 1** - Evidence of qualifications
- **Stage 2** - Evidence of experiential learning
- **Stage 3** - Clinical competency test

Applicants who successfully demonstrate they meet these standards during Stage 1 (RPL) by providing suitable evidence clearly mapped against RAMP's criteria will not need to progress to Stage 2 (RPEL) and provide evidence of experiential learning.

If following Stage 1 review, the applicant's qualifications do not fulfil the below criteria (standards) they will be notified of the requirement to further complete stage 2 (RPEL) of the application process:

Please note that RAMP does not attempt to approve or accept any educational course in itself unless they have been approved AEP or REP status, but sets standards by which any graduate of any course may be judged for acceptance on this Register if they apply.

RAMP Educational and Training Requirements

Applicants are eligible to apply for admittance to RAMP using Stage 1 only of this RLP process if their relevant course fulfils the following criteria.

The academic level of training course capable of producing graduates able to meet the Professional Standards For Registrants (Section 8) must be defined as a minimum of level six – that is, the equivalent of a clinically relevant full-time three year BSc degree, which includes:

- A minimum of 1000 hours of clinically relevant hands-on practice to equip students with high-level assessment and treatment skills for day-one competencies.

A minimum of 200 hours of this must comprise of practice on the animal model, the remainder may consist of human based practical in your chosen field of expertise (Osteopathic, Chiropractic and Physiotherapy techniques)

- A minimum of 2000 hours of teaching in the Essential Knowledge, Theoretical Understanding and Clinical Understanding as described in **Section 6**.

A minimum of 500 hours of this must be based on the animal model, the remainder may be based on human theoretical and clinical understanding in your chosen field of expertise (Osteopathic, Chiropractic and Physiotherapy techniques)

- The course must have validation by a recognised educational institute (EI)
- Examination invigilators should include an appropriately skilled senior practitioner in the relevant profession who should be external to the EI.

3. Graduates with educational attainments that meet the above standard may apply for automatic registration immediately on graduation and for a period of 18 months afterwards. After this time period, further proof of on-going practice and CPD is required.

Practitioners who are not graduates with educational attainments meeting the above criteria will be asked to continue onto stage 2 (RPEL) in order to apply to register through a process of recognition of prior experiential learning (RPEL) and are assessed on a case-by-case basis after providing evidence that they meet the standards of practice, complete on-going CPD requirements and comply with all other entry criteria.

Both stage 1 and stage 2 applications require the applicant to forward all supporting documents and evidence to the RAMP assessment team.

Stage 1 (RPL) application must be completed, submitted and reviewed by the RAMP Team before an applicant may continue onto stage 2 (RPEL).

Each application must include a fully completed application form with no sections omitted and all evidentiary documentation in order to avoid delay and potential further costs for the applicant.

Should an applicant fail to provide adequate evidence for admittance onto the register during both stages 1 and 2, they may undertake stage 3 of the process. Which consists of a clinical competency test during which the applicant will be asked to demonstrate any short falls that were identified in stages 1 and 2.

What is RPL/RPEL?

RAMP recognises that some practitioners requesting to join the Register of Animal Musculoskeletal Practitioners may have education qualifications and experience that do not automatically meet the standard for consideration of acceptance onto the register.

Recognition of Prior Experiential Learning (RPEL) & Recognition of Prior Learning (RPL) represents the process which takes into account the learning (or experience) undertaken by a practitioner before joining the register.

Each process assesses the prior learning and/or experience and/or credits that demonstrate the knowledge and its contribution towards the achievement of the standards set by the Register. If the credits or mapped experience/learning that have been awarded are equal to or above the standards required, it will enable the practitioner to be considered for approval to join.

RPEL may be achieved by the self reflection of experience outside of formal education and training systems and may include animal musculoskeletal therapy courses which do not, on their own, fulfil the required criteria as well as one's own study and clinical practice.

RAMP will accept applications for review from practitioners who complete the required documentation as laid out below in this document.

Administration Fee

Stage 1: Following the £65 initial application fee, There is an additional £85 administration fee for stage 1 of the RPL application process (totalling £150).

Stage 2: If practitioners are required to complete stage 2, there will then be a further £200 charge for this process (totalling £350). These fees are in line with current industry figures and reflect the administration costs required for each application.

If applicants are successful with RPEL/RPL they will be considered for the Register and the applicant will be notified after it has been discussed at a committee meeting.

If accepted onto the register, the applicant does not require any additional payment for their first 12 months of registration.

How to apply for RPEL or RPL

Applicants who are interested in applying for RPEL or RPL should review this document and contact RAMP for clarification if required. This will not guarantee a successful application but it will provide the applicant with some guidance.

The applicant will be required to map any existing qualifications/credits and proof of experiential learning to the standards set by RAMP. This is done by the applicant providing RAMP with a syllabus of any course content/syllabus they have undertaken and case studies as laid out below and to have mapped this against the RAMP criteria. Applicants are required to identify where within this documentation, they have met the Register's standards.

If using RPL, applicants are required to supply a transcript of their academic profile that is stamped and signed by the credit awarding institution. It is expected that all applicants are honest about their academic profile, providing a clear outline of their academic progression. Stage 1 of the application process is for use to complete this process. If any documentation is not in English, applicants are responsible for providing RAMP with a certificated translation of the academic profile transcripts and any course documentation submitted to support the application. Once the Academic Profile element of Stage 1 of the document is complete with evidence, applicants should continue to the Stage 1 mapping section.

If required to continue onto RPEL, applicants are required to complete Stage 2 of the process (RPEL document) and to enclose all required transcripts and documents as evidence. If any documentation is not in English, applicants are responsible for providing RAMP with a certificated translation of the academic profile transcripts and any course documentation submitted to support the application. Once the Questions section of Stage 2 is complete with evidence, applicants should continue to the Stage 2 mapping section.

All costs incurred during RPEL or RPL processes are the sole responsibility of the applicant.

Once the RPEL or RPL application is complete, it must be submitted to RAMP. This can be done either by email or registered post. You will receive a receipt of the application by email (to the email address that the applicant supplies) once it has been received. RAMP will review the application as quickly as possible but this may take up to 60 working days. During this review, you may be contacted for more information/evidence, please note. Please note that each application must include a fully completed application form and mapping process with no sections omitted and all evidentiary documentation must be enclosed and documented in order to avoid delay and potential further costs for the applicant. If you are using RPEL, ensure ALL questions have been answered and supporting evidence included.

Once the application has been reviewed and a decision has been made, the applicant will be informed by email. If the applicant is unhappy with the outcome, they may appeal in writing to RAMP, within 28 days of the notification of the outcome. The applicant may appeal on grounds of being able to supply more evidence to support the RPEL claim. The extra evidence must be submitted with the appeal letter. The new evidence will be reviewed and a final decision will be reached. Applicants will be notified of this decision in writing within 28 days after the receipt of the appeal.

Forms should be submitted to info@RAMRegister.org clearly stipulating RPL/RPEL, your name and profession in the subject area. If, due to exceptional circumstances, you are unable to email your documents, the postal address to which to send your documents is: FAO RAMP, PEMBROKE HOUSE, MIDDLE LANE, SHOTTESWELL, WARWICKSHIRE, OX17 1JQ

Summary of the application process Stages 1,2 and 3

Stage 1 Qualification Review

This should include the following:

- Certified copy of academic transcript along with and course guideline/handbook
- Evidence of registration with a regulatory body

If applicants graduated more than 18 months prior to applying to join RAMP, then evidence of CPD/lifelong learning must also be provided

- **Please note that all evidence must be mapped to the criteria laid out in the mapping section of this document by the applicant.**

Substantial difference between qualification and criteria?

YES

Process complete
Entry onto the register

NO

Stage 2 Evidence of Experiential Learning

Applicants are asked to complete the RPEL section of the application form which includes:

- Profile of patients and case load
- Description of the applicant’s understanding of the impact of legislative documentation on their clinical practice
- Description of how the applicant keeps their professional knowledge and skills up to date
- Description of how the applicant creates, manages and stores clinical notes
- Five case presentations that allow the applicant to demonstrate breadth of practice and competence in relation to RAMP criteria in an evaluative and reflective manner

- **Please note that all evidence must be mapped to the criteria laid out in the mapping section of this document by the applicant.**

Substantial difference between RPEL and criteria?

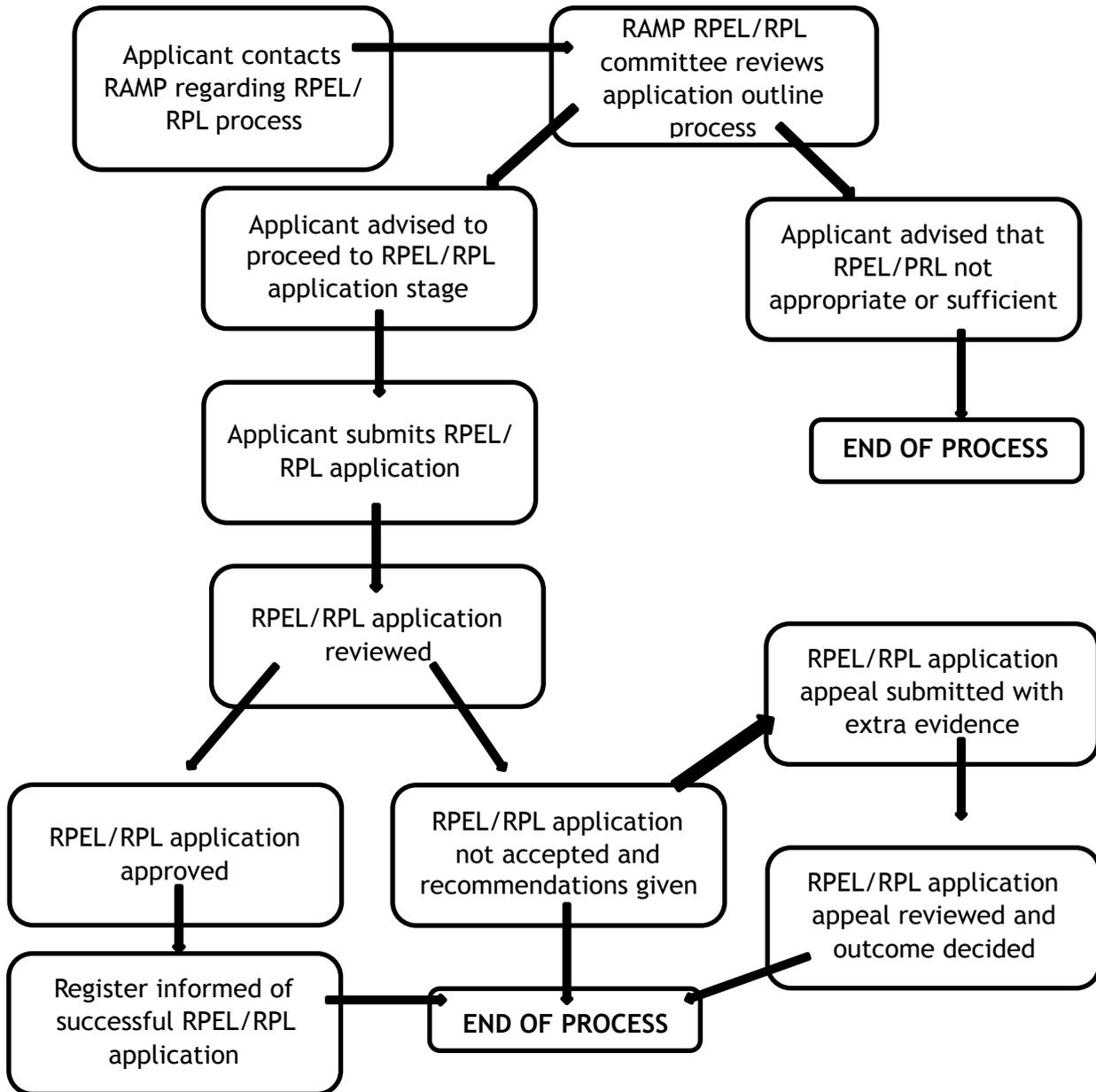
YES

Process complete
Entry onto the register

NO

Stage 3 Clinical Competency test

Summary of the application process interaction with RAMP



RPL/RPEL Application and Mapping Programme Content Form

Mapping of your academic transcript, prior experience and training to the *RAMP's Standards*

(To be completed by the applicant)

Instructions for completion

RPL applicants are required to supply a transcript of their academic profile that is stamped and signed by the credit awarding institution. It is expected that all applicants are honest about their academic profile, providing a clear outline of their academic progression. Stage 1 of the application form - Academic Profile is for use to complete this process. If any documentation is not in English, applicants are responsible for providing RAMP with a certificated translation of the academic profile transcripts and any course documentation submitted to support the application. Once the RPL Academic Profile section of stage 1 is complete with evidence, applicants should continue to the mapping section of Stage 1.

RPEL applicants are required to complete the Stage 2 application document and to enclose all required transcripts and documents as evidence. If any documentation is not in English, applicants are responsible for providing RAMP with a certificated translation of the academic profile transcripts and any course documentation submitted to support the application. Once the RPEL questions section of stage 2 is complete with evidence, applicants should continue to Stage 2 mapping.

The relevant mapping sections of the application document should be completed by the applicant who should reference where in the document, each standard is evidenced. Applicants should ensure that the referencing is as clear as possible, to allow the assessor to understand to what you are referring. All references and documents should be in English. If the mapping is not clear, it will be returned unmarked to the applicant. It is not the responsibility of the RPEL/RPL Team to decipher your evidence.

The mapping document is designed to help the applicant demonstrate their learning or experience against RAMP's standards and to show how their experience or CPD learning is credible and professional, working clearly within their scope of practice. This may include educational qualifications, professional experience and/or lifelong learning or continuing professional development (CPD).

In Stage 1 application forms you should try to demonstrate each standard by referencing examples from one or more of your qualifications, work experience and/or lifelong learning or CPD.

In Stage 2 application forms you should try to demonstrate each standard by referencing examples from one or more of your qualifications, work experience and/or lifelong learning or CPD. Some standards you may only be able to demonstrate through lifelong learning and CPD whereas for other standards you may be able to show relevant activities in both qualifications and also work experience. It does not matter whether evidence comes from education, training or practice. You do not have to show examples from all three areas for each standard. Your focus should be on providing the best evidence possible to show the standard.

Please indicate in the relevant mapping section how your qualification and/or experience and/or lifelong learning demonstrates no substantial difference to the RAMP's standards. It is in your interests to complete this form as accurately as possible by referencing the relevant page and paragraph numbers neatly and concisely. This should provide the assessors with all the information needed to assess the application.

Submitting your application:

Ensure you have completed the following before you submit you application:

1. Application form

Each application must include a fully completed application form and mapping process with no sections omitted and all evidentiary documentation must be enclosed and documented in order to avoid delay and potential further costs for the applicant. If you are using RPEL, ensure ALL questions have been answered and supporting evidence included.

2. Declaration

Please complete your personal details and sign and date the declaration at the beginning of the application form.

3. Professional Indemnity Insurer

Ensure that you include a copy of your insurance policy with this application.

3. Entry fee

Stage 1: Following the £65 initial application fee, There is an additional £85 administration fee for stage 1 of the RPL application process (totalling £150).

Stage 2: If practitioners are required to complete stage 2, there will then be a further £200 charge for this process (totalling £350). These fees are in line with current industry figures and reflect the administration costs required for each application.

If applicants are successful with RPEL/RPL they will be considered for the Register and the applicant will be notified after it has been discussed at a committee meeting.

If accepted onto the register, the applicant does not require any additional payment for their first 12 months of registration.

4. Further information

If you have a question not answered in this document please contact RAMP's RPEL/RPL Team using the contact details on the next page. info@RAMRegister.org ensuring that; "RPEL/RPL application" is used in the subject area.