



TYPE: POLICY AND PROCEDURE	
SUBJECT: RECOGNITION OF PRIOR LEARNING (RPL)	REFERENCE: LWP09
DATE OF POLICY: 1 <sup>st</sup> October, 2020	
LAST REVIEWED: 5 <sup>th</sup> January, 2021 to include procedure	
APPROVED BY: Board of Directors	
<b>Policy</b>	
<b>Aim and Objectives</b>	
<p>The aim of this document is to develop a robust and valid mechanism to recognise prior learning for students registering with Learning Works. To achieve this aim, the following objectives are being defined:</p>	
<ul style="list-style-type: none"><li>a) Clearly define eligibility criteria for RPL process</li><li>b) Outline internal process in alignment with internal quality standards</li><li>c) Maintain mechanism for RPL and document control</li></ul>	
<b>Eligibility Criteria</b>	
<p>The RPL policy and procedure at Learning Works is determined by a set of eligibility criteria as defined below. All criteria need to be fully met by potential student in order to proceed to the evaluation process.</p>	

Individual will be required to submit an application for evaluation given that he/she satisfies conditions for eligibility which include:

- a. Has work experience in related field
- b. Interested to enrol in a formal qualification
- c. Is willing to submit himself/herself to additional competency based tests/evaluation as part of the RPL process

Any credits gained through the RPL process can only be given to learners if all the programme of study is completed. The maximum amount of credits that may be gained as a result of the RPL process will not exceed 50% of the qualification/award chosen by the individual for formal learning.

### **Procedure**

To satisfy the assessment requirements for RPL, the candidate must demonstrate evidence criteria for each of the individual modules.

Methods of assessment may include, but are not limited to:

- Written or oral assessments
- Practical assessments
- Competency conversations
- Supplementary assessment tasks
- Challenge tests
- Work samples/portfolios
- Third party reports
- Contact with current or previous employers to confirm references and resume content

### **RPL Process**

The RPL process is categorised into four distinct phases, namely:

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|----------------|--|
| <b>Phase 1</b> | Information and Eligibility Check      |
| <b>Phase 2</b> | Evaluation Process                     |
| <b>Phase 3</b> | Interview and Competency-based Mapping |

## **Phase 4** Results and Communication

The detailed process is as follows:

### **Phase 1: Information and Eligibility Check**

1.1 At the initial stage the candidate is guided by a member of our administrative staff through the process of RPL. This stage will serve so as to provide the applicant with all the possible information and clarifications.

1.2 The applicant is invited to fill an application form in which the applicant should provide details of formal qualifications/awards and provide evidence of competences gained through workplace learning.

1.3 In addition the course fee and a payment for RPL is to be affected at this stage. RPL fees are non-refundable regardless of application outcome however should a student be unsuccessful.

It is important to state that Learning Works will support applicants to identify the skills and competences through prior learning or experiential learning which will serve as evidence of achievement of specific learning outcomes.

### **Phase 2: Evaluation Process**

2.1 The first step in the process is to set an evaluation board that will be chaired by Learning Work's CEO. The board is to consist of at least 3 people and assisted by a board secretary.

2.2 The individual's application is processed. The form will be checked to ensure that the details submitted by the applicant are correct.

2.3 Once the application is validated, the applicant is requested to provide evidence related to prior and experiential learning. Evidence could be in the form of declarations by employers, portfolios and work-related activity. The applicant is solely responsible for preparing, completing and submitting an application form together with the necessary documents. The applicant should also ensure that documents submitted are sufficient, authentic, relevant and valid.

2.4 The application will then be assessed by the admission's board. It is possible that the board might request further information on the evidence and documents presented by the application at this stage of the process.

**Phase 3 Interview and Competency-based Mapping**

3.1 The admissions board interviews the applicant to confirm the validity of the initial evaluation as well as the competences declared by the applicant.

3.2 The applicant may be subject to a competency-based test should the interviews deem it necessary.

3.3 The board will then map the competences acquired by the applicant with the learning outcomes of the course applied for.

**Phase 4 Results and Communication**

4.1 RPL results will be issued on an RPL report which, in turn, is forwarded to the information management system of Learning Works by the chair of the board.

4.2 Following this phase the administration will communicate with the applicant and issue, if appropriate, the statement of attainment.

Charlo Bonnici  
CEO