Recognition Of Prior Learning (RPL) Policy

POLICY # EAI/2023/201208

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Approved by

Malta Further and Higher Education Authority (MFHEA)

https://euroamerican.edu.mt/policies/rpl-policy.pdf

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1. Recognition of Prior Learning (RPL)

Admissions professionals at the Euro American Institute evaluate credit transferability based on course syllabuses, course content, and any other information needed to establish a suitable equivalence and credit transferability to Euro American Institute's programme of study. All transfer credits are given on a case-by-case basis.

1.1 Introduction

Euro American Institute has established a policy facilitating the incorporation of prior learning, whether certified or experiential, candidates may be eligible for partial credit towards various courses at the admission stage and for exemption of certain modules. However, if the credits are for program exemption, they cannot exceed 50% of the entire program.

1.2 EAI / EIMT OVERARCHING PRINCIPLES FOR RECOGNITION OF PRIOR LEARNING

EAI / EIMT overarching principles for the recognition of prior learning - RPL are aligned completely with the MFHEA. The same can be outlined as follows:

- Be learner-centric, fair and respect the privacy of the individual;
- Take account of Equality & Diversity issues;
- Be accessible and flexible;
- Be given for the learning and not the experience alone;
- Involve the use of the MQF in determining the level, volume and depth of evidence;
- Be reliable, transparent and consistent;
- Involve formal assessment for summative claims;
- Be recognised to be of the same value of learning gained in formal learning;
- Be quality assured both internally and externally; and
- Be in line with any Statutory Legislation.

2. Policy and Procedures for the Recognition of Prior Learning

2.1 Definitions

2.1.1 RPL: Recognition of Prior Learning

"RPL is the process for recognising learning that has come from experience and/or previous formal learning which takes place within the context of programmes delivered by learning and training providers, it is assessed and leads to a recognised qualification or award. Non-Formal learning takes place alongside the mainstream systems of education and training, it may be assessed but does not typically lead to formal certification; for example, learning and training and informal learning contexts which can be defined as experiential learning and takes place through life and work experiences.

Recognition of Prior Learning (RPL) allows individuals to have their learning and experiences assessed by the Euro American Institute. This assessment aims to validate their knowledge and skills for entry into an award or qualification offered by the Institute. Additionally, RPL may result in the allocation of European Credit Transfer and Accumulation System (ECTS) points, enabling exemptions from specific parts of an existing programme of study or facilitating entry with advanced standing.

Relevant learning is evaluated on an individual basis or as part of an approved exemption process. This exemption may apply to individuals holding specific professional awards listed on the Malta Qualifications Framework (MQF), or those with certified learning from other Higher Education Institutions.

2.1.2 APCL: Accreditation of Prior Certificated Learning

Prior certificated learning (PCL) involves prior learning (such as professional development awards or employment-based awards), at the HE level that has not been previously recognised via the award of credits or qualification(s) on the Malta Qualifications Framework (MQF).

Summative RPL (SRPL) is where formal ECTS credit is awarded and recognised as having the same value as credit gained in formal teaching institutions

Individual applicants have the opportunity to seek exemptions from modules within Euro American Institute's taught courses. These exemptions are based on evidence of formally assessed and certificated learning. Such certificated learning should originate from programmes of study listed on the MQF, including both HE-level programmes and those leading to professional awards and qualifications. The Institute requires applicants to demonstrate a satisfactory alignment of learning outcomes for the modules seeking exemption and the objectives of the course against their prior certificated learning. This may involve the submission of a portfolio of evidence by the applicant.

2.1.3 APEL: Accreditation of Prior Experiential Learning

Accreditation of Prior Experiential Learning (APEL) involves recognizing prior learning acquired through experience, which can be evaluated by academic staff at Euro American Institute and formally acknowledged with the award of credit or exemption from modules within a programme of study.

Applicants have the opportunity to seek exemptions from modules within Euro American Institute's taught courses based on evidence of learning derived from professional experience and related study

or training, even if it's not formally certificated. This may entail the submission of a portfolio of evidence by the applicant.

Formative Recognition of Prior Learning (RPL) occurs when a candidate seeks assessment of their knowledge, skills, and competencies for personal or career development purposes.

2.1.4 Credit Transfer

Credit Transfer is a system that enables credit awarded by one higher education institution to be recognized and applied toward the requirements of a programme at another higher education provider, or to contribute to the requirements of a different programme. This is contingent upon the alignment of the learning outcomes of the original programme with those of the new programme of study.

2.1.5 Advanced Standing

An applicant may receive authorization to commence a course of study with credit granted for a complete level of the course already attained, acknowledging previously completed studies and/or prior learning.

2.1.6 Exemption with Recognition of Prior Learning (RPL):

A determination to exempt the applicant from one or more individual modules within the course of study, based on the applicant's demonstration of meeting the learning outcomes.

2.1.7 Possible Outcomes from the RPL Process

- Admission with RPL
- Advanced Standing
- Articulation
- Credit Transfer
- Exemption with RPL outcomes from the module

2.2 Policy for Recognition of Prior Learning

This policy is an integral component of the Euro American Institute Admissions Policy and encompasses the procedures for applying for admission and advanced standing using Recognition of Prior Learning (RPL), as well as exemption from individual modules. It delineates the guiding principles for decisions regarding prior learning. To leverage subject expertise effectively, RPL decisions and assessments are conducted at the programme level.

A. Euro American Institute is not obliged to entertain individual requests for Accreditation of Prior Certified/Experiential Learning if such requests are deemed unsuitable for the nature of the provision offered.

B. The Dean, through a committee, will entertain individual applications for the accreditation of prior learning from candidates citing prior certificated learning from Euro American Institute or other

institutions. All applications should typically be submitted prior to admission or readmission to a course of study; Applications must be submitted within a specified timeframe, typically no later than 6 months before the intended start date of the course. retrospective applications will not be considered

i. The Credit Accumulation and Transfer Scheme (CATS) will serve as the primary method for determining the extent of exemption permitted toward the relevant programme of study.

For prior learning and/or experience acquired at institutions other than Euro American Institute, the proportion of a course for which applications for RPL may be considered is as follows:

The total credit value of course	The maximum proportion of credit required for the programme for which RPL may be granted (credit limit)	Minimum proportion of credit component that can be considered programme for which RPL may be granted	Practice Hours
Less than or equal to 240 credits at the undergraduate level (levels 5 or 6 on the MQF)	Half or a maximum of 120 ECTS	The smallest-sized module within the course on which the student intends to study	Half of the total hours excluding level 6 hours
A Postgraduate course of less than or equal to 90 credits at level 7 on the MQF	One-third or a maximum of 30 ECTS		NA
A Masters course of over 90 credits at level 7	Half or maximum of 45 ECTS		NA

ii. Where prior learning was undertaken at Euro American Institute:

1. If the programme for which AP(C)L is being applied is identical to or directly replaces the programme on which the prior learning was originally undertaken, an application for credit transfer may be considered for up to 50% of the credit value of the prior learning.

2. If the prior learning was from Euro American Institute but on a different course or programme, credit transfer may typically be considered for up to half of the total credits required for the qualification or award.

iii. If prior learning was undertaken at Euro American Institute, RPL should only be granted for a programme or module(s) that were completed and passed.

iv. If prior learning was undertaken at Euro American Institute, any approval granted for RPL should clearly state whether the prior learning will be recognized on a credit-only basis or if marks previously awarded by Euro American Institute for one or more modules will also be transferred towards the programme being applied for.

C. Prior learning used to justify exemption should generally have occurred within five years preceding the commencement of the course for which the AP(C/E) L is being applied.

D. Students enrolled in a Postgraduate qualification or Certificate should typically apply to transfer the credits they have earned towards a Postgraduate Diploma or Master's degree before their performance is evaluated by a Board of Examiners. In such instances, only the higher or highest award or qualification will be conferred by the College.

E. If applicants seek credit and exemption based on a Euro American Institute programme of study for which they have received a college certificate, it is not expected that the certificate will be returned. Instead, the student transcript will indicate that the highest award includes any other awards for which RPL has been granted.

F. Euro American Institute will accept certain professional qualifications listed on the MQF or approved prior learning from named Higher Education Institutions.

G. Euro American Institute acknowledges the importance of considering the implications of granting applications for AP(E)L where professional, statutory, or regulatory body requirements affect College provision. The College believes that the 5-year rule for prior certificated learning and the requirement to align previously certificated learning with intended future learning outcomes serve as adequate checks and balances.

H. Prior learning recognized in accordance with this policy, except as covered by 2c(ii-iv) above, will not be graded. Student transcripts will indicate a 'pass' for any element of a course for which prior learning is accredited.

I. The outcome of a claim for RPL for advanced entry or exemption of modules will be included on an academic transcript at the first exam board for that year.

2.3 Principles of Assessing Recognition of Prior Learning (RPL)

Any decision regarding the acceptance of RPL must adhere to the relevant course regulations.

Relevance: There should be a suitable alignment between the evidence presented and the intended study, ensuring that the claimed learning is applicable.

Sufficiency: The evidence submitted should demonstrate the attainment of the claimed learning and adequately cover the learning outcomes of the module(s) in the intended course of study. Both the presented evidence and claimed learning must correspond to the appropriate level.

Authenticity: The evidence should clearly reflect the applicant's own efforts and achievements.

Currency: The evidence should pertain to recent learning, typically completed within the past five years. In cases where the learning occurred more than five years ago, evidence demonstrating its currency may be required, particularly for practice/competency-based modules.

Mechanisms for assessing prior learning should ensure that the learning presented as RPL is equivalent to what would have been attained through the traditional study of all elements of the module or course. This ensures that equivalent learning outcomes are achieved.

Consideration should be given to whether an applicant might be disadvantaged by not participating in the development of learning skills needed to achieve future learning outcomes in the course.

2.4 Possible Outcomes from the RPL Process

- Admission with RPL
- Advanced Standing
- Articulation
- Credit Transfer
- Exemption with RPL outcomes from the module.

2.5 Procedure for Evaluation of RPL

This procedure should be utilised for applications not falling under point 2(F) of the Policy set out at 2. above.

A description of how the applicant's qualification or professional experience must align with the learning outcomes, MQF level, and curriculum of the modules from which exemption is sought.

Applicants are required to demonstrate:

I. A knowledge base in a specific subject area.

II. The ability to accurately and reliably communicate the results of their studies and other work.

Given that each student possesses unique life experiences, the most suitable option for individual students will vary. Therefore, the following process is designed to enable potential students to demonstrate the utilisation of these characteristics during their professional or academic careers:

Initial interview conducted by phone or digital channel by the RPL adviser to assess the validity of the claim. This informal interview includes general background questions and specific inquiries related to the level of knowledge for each module for which RPL is sought.

Route 1: Submit a portfolio of evidence comprising previous relevant knowledge, skills, and competencies, which will be evaluated against the assessment criteria of the unit(s) for which RPL is being sought to ensure that all learning outcomes have been met. The reflective portfolio of evidence, submitted electronically, may include, but is not limited to:

- Video and/or audio material
- Analytical evaluations of practice
- Analysis of issues underlying practice and associated learning
- Assessor's observation of practice
- Detailed curriculum vitae to provide context for the claim

The portfolio should also contain an essay or annotated grid to enable the applicant to explain to the assessor the MQF or professional levels they have achieved.

Route 2: Complete the same assessments as learners following a formal course of learning and assessment leading to the award of the unit of learning. These assessments may be undertaken without attending teaching sessions.

Route 3: Assessment through a summative assessment against a unit of learning.

The assessment of evidence is governed by the Euro American Institute Assessment policy. It is based on the academic judgement of assessors from the relevant academic department. Students applying for Individual Module Exemption(s) will be assessed in relation to the Intended Learning Outcomes (ILOs) of the specific module(s) for which they require exemption. Evidence of learning will be assessed based on a threshold judgement, determining whether the applicant has met (or not met) the ILOs of the specified module(s) or level(s).

2.5.1 Admission: RPL as (part of) required entrance qualifications

Candidates may be admitted to a degree programme if they can demonstrate that their previous learning experiences have resulted in relevant learning that is broadly equivalent (in terms of content, volume, and level) to the learning achieved at the level(s) normally required for entry to the relevant programme and are mapped within the Malta Qualifications Framework (MQF) according to the level of the outcomes of learning and the volume of learning.

For admissions purposes, the qualification(s) presented are considered as an alternative to a specified qualification within the admissions regulations.

When experiential learning is utilised to fulfil admission requirements, the experience for which recognition is being sought must be clearly relevant to some or all of the skills typically required for admission to the particular programme, as well as being of an appropriate quantity and level.

2.5.2 Admission into other than Year One: RPL as contributory degree credits

Candidates may be exempted from certain requirements if they can demonstrate that their prior learning experiences have led to relevant learning that is substantially equivalent (in terms of content, volume, and level) to the learning achieved at the level(s) for which the credit will be awarded. This learning must have been evaluated through valid and reliable assessment methods.

2.6 Procedure

All applications for RPL must be completed using the Euro American Institute Recognition of Prior Learning Form (Appendix-1)

A. Prior to admission to the course, unless certified learning in the context of higher education covered by 2(b) above, the applicant should provide the Dean with information on the prior learning concerned. The information submitted should typically include:

i. Confirmation from the awarding institution of the level of the course in accordance with the Malta Qualifications Framework, the date of completion, and the modules taken (e.g., a transcript).

ii. Information from the awarding institution on the learning outcomes achieved, including details of the curriculum based on which accreditation of prior learning is proposed.

iii. If the application is for Accreditation of Prior Experiential Learning (APEL), information on the applicant's relevant professional background, including employment and any relevant training courses or other study undertaken.

iv. A description of how the applicant's qualification or professional experience relates to the learning outcomes and curriculum of the modules from which exemption is requested, including extracts from the module documentation of the department concerned.

v. Where other certified evidence of the level and number of credits achieved is necessary, applicants should obtain a Malta Qualifications Recognition Information Centre (MQRIC) statement from the MFHEA.

B. The following steps will be followed:

i. After receipt of the RPL application (RPL application must be sent at rpl@euroamerican.edu.mt) an informal telephone interview with the RPL assessor will be conducted to ascertain the validity of the application

ii. Once validity is determined and confirmation of the RPL application is made, the relevant charge is applied, and the applicant is then required to produce the required evidence.

iii. Gaps may be identified which require further information.

iv. Successful recognition is granted.

C. At least two members of the department concerned should be involved in the consideration of the APEL application, including those staff working in the capacity of Admissions Officers. The departmental recommendation should clearly specify the modules for which exemptions are recommended and the total credit volume concerned.

D. A letter will be sent by the admissions team to the applicant informing them of the result of their application within 3 weeks of application. A confirmation email will also be sent to the email used for the submission of the application.

E. The course fees and the period of study will be adjusted to take account of the approved credit transfer. The total course credits will be divided by the course fee, and the credit fee reduction will be calculated accordingly.

F. The fee for the application of RPL is set out on the Euro American Institute website and will be specified on the application form.

G. Notification Process: Following both successful and unsuccessful RPL applications, the Dean (or nominee) should ensure the applicant is contacted, and provisional feedback/feed-forward is provided.

i. Required timescales relating to pieces of assessed work will not normally exceed 3 weeks.

ii. Where the applicant requires further clarification of the decision, or support and appeals information, this should be provided by the Dean (or nominee).

iii. Following approval by the Module/Progression/Award/Assessment Board, all RPL decisions will be recorded and clearly identified on the applicant's Record of Progress/Transcripts.

H. The grade for any credits gained via RPL will not count towards Euro American Institute awards or qualifications. These will be calculated using only the grades achieved from the study at Euro American Institute. Academic transcripts will state RPL with a Pass as a grade.

2.7 Student advice and support

Euro American Institute (EAI) will provide comprehensive advice and support for students seeking Recognition of Prior Learning (RPL), including detailed information on the types of evidence considered acceptable and the extent of evidence required. EAI offers a Frequently Asked Questions document, which is distributed along with the RPL forms and is also available for download from the institute's website. The mechanisms for supporting and assessing RPL claims are fully documented and readily accessible to relevant staff within EAI, as well as to potential candidates.

EAI emphasises in its documentation that any views provided by an advisor on a draft claim do not guarantee the outcome of the claim when formally assessed. The extent of support available is communicated in advance to RPL applicants, including any limitations on that support, such as a specified number of hours of tutorial guidance.

Assessors are mindful of the potential need to provide additional advice for students whose first language is not the language of tuition, particularly regarding responsibilities for any necessary translation. However, it remains the student's responsibility to prepare and submit their application in accordance with the required procedures and deadlines.

EAI recognizes that it may be necessary to adjust arrangements, such as visas, to accommodate students with specific communication needs or other special requirements.

2.7.1 Comprehensive Information:

- Expert assistance in aligning their evidence with the program's learning outcomes.
- Clear delineation of the type and extent of support available from institute staff.
- A well-defined timeline for the RPL process, integrated with other institutional schedules and procedures.

2.7.2 Responsibilities for Providing Guidance and Support:

- Identification of key roles in the RPL process, along with requisite experience, qualifications, and training.
- Specific responsibilities for guidance and support at each stage of the process.
- Tailored guidance and support provided by each designated role, ensuring a seamless candidate experience.
- Criteria for Accepted Evidence in RPL Claims.
- Specific types of evidence accepted, particularly those pertinent to individual subject areas or professions, ensuring relevance and rigour.

2.7.3 Further Guidance:

- **Staff Expertise**: Support will be provided by staff who are experienced in both RPL and the relevant subject areas. Initial guidance may be facilitated by RPL-specific guidance staff, Careers Guidance staff, or similar personnel. This initial screening will gauge the suitability of candidates and confirm

their commitment to the process before assigning an academic staff member for further support if they decide to proceed with a claim.

- **Initial Process:** This initial process can be conducted in various ways, such as group exercises or one-on-one sessions to respect individual privacy. This approach provides the academic team with administrative support to coordinate timelines and ensure a consistent and fair process. However, it is up to the institution to decide at what stage academic members are involved, depending on existing institutional processes.

- **Academic Involvement**: The RPL process will always involve an academic staff member with relevant subject knowledge to support the candidate. This staff member will have a clear understanding of the RPL procedure and experience working with the learning outcomes in the component or program of study for which the claim is made.

- **Reflective Process:** To assist candidates in reflecting on their experiences, job roles, and tasks, and in extracting learned knowledge from each experience, the Euro American Institute may design a process or set of activities that guide candidates through the reflective process to identify evidence. Staff should support candidates in extracting their learned knowledge but should not be involved in developing the evidence or writing reflective accounts. The Institute may also provide proformas to help candidates record their reflective accounts and evidence accurately and effectively.

2.8 Unsuccessful Applications for Admissions

Unsuccessful applications for admissions through Recognition of Prior Learning (RPL) must be documented, and an annual report is to be presented by each programme leader. If an RPL application for admission with advanced standing is not successful, the applicant may be offered partial exemption on a module-by-module basis if deemed appropriate.

Unsuccessful RPL submissions for exemptions from modules or parts of a course of study may be resubmitted once prior to consideration by the Assessment Board if, in the opinion of the Dean (or nominee), there is an opportunity to provide additional information to demonstrate the achievement of learning outcomes.

2.9 Appeals Process

To safeguard the interests of applicants, the Euro American Institute (EAI) has established a process for use when an applicant believes that their application has not been handled in accordance with EAI's policies, principles, and procedures. This process encompasses all admissions. Appeals against decisions related to admission to a course of study should be made as detailed in the Admissions Policy (Appendix 3)

2.10 Monitoring

The procedures for Recognition of Prior Learning (RPL) are clearly outlined and align with the requirements of the programme's Monitoring Process. All RPL data is included in the Annual programme Analysis.

RPL constitutes an academic procedure that follows the institutional assessment procedures and general quality assurance procedures for the programme. RPL data is audited and is part of quality assurance processes. Monitoring the use and impact of the RPL process includes:

- Recording the number of learners undertaking RPL.
- Monitoring the progression of RPL.
- Monitoring the success rate of RPL claims.
- Evaluating student and staff experiences.
- Capturing data coherently and using it for data/learner analytics and quality assurance.
- Periodically reviewing and evaluating the policy, procedures, and process of RPL, informed by quantitative and qualitative evidence, to enhance practice.
- Ensuring that programme teams collect data in line with institutional/departmental data collection, monitoring, and evaluation procedures.
- Engaging in continual RPL innovation, change, and research, including the use of technologies to support RPL, such as e-portfolios.
- Assessing RPL claims and making recommendations.
- Identifying and mitigating risks that might affect the quality of assessment.

2.11 Staffing

2.11.1 RPL Coordinator

Each programme at Euro American Institute (EAI) has an RPL Coordinator responsible for overseeing RPL assessments. The RPL Coordinator will explain the RPL assessment processes to students and shall be available at rpl@euroamerican.edu.mt

2.11.2 RPL Adviser

The RPL Coordinator may designate an RPL Adviser, such as a module leader, who is a subject expert in the area where a student wishes to make a claim. The RPL Adviser assists the student in preparing their claim for assessment leading to the award of credit.

2.11.3 RPL Assessor / Committee

The RPL Assessor, a subject specialist, evaluates the student's claim. They are typically not involved in preparing the student's RPL claim and assess it through various means such as written work, practical assessments, or oral presentations.

To ensure effective performance, staff involved in RPL undergo appropriate training and support and have access to adequate resources. This includes providing induction programmes, training, and continuing professional development (CPD) opportunities, such as inter-department workshops, web conferencing, and technical training on the use of technology and e-portfolios to support the RPL process. CPD and staff development for RPL staff are integrated into staff workload models.

List of programme of studies RPL will be available for	Profile of assessors per programme of study RPL is available for

Bachelor of Business Administration (BBA)	An academician with the following profile shall be considered as an Assessor for this programme : MQF Level 8 full qualification in Business Management / Administration relevant subject 8 years' experience in any Higher educational institution in relevant subject.
Master of Business Administration (MBA)	An academician with the following profile shall be considered as an Assessor for this programme : MQF Level 8 full qualification in Business Management / Administration relevant subject 10 years' experience in any Higher educational institution in relevant subject.

2.12 Publicity

programmes that accept students based on RPL must clearly communicate this in publicity materials. Prospective students should be informed about where to obtain advice and guidance on pursuing a claim, any applicable fees, and time limits for submitting a claim.

2.13 Monitoring and Enhancement

RPL claims are subject to scrutiny by external examiners following standard EAI procedures for assessed work. Programme leaders are encouraged to share best practices in RPL developments both within their courses and across the institution. They are also encouraged to monitor RPL activities by soliciting feedback from RPL applicants about their experience and monitoring the progress of students admitted using these procedures.

2.14 Commitment

The Euro American Institute (EAI) is dedicated to conducting its RPL procedures in a fair manner, adhering to the laws of Malta and the guidelines set forth by the Malta Further and Higher Education Authority (MFHEA). This commitment includes strict compliance with legislation related to discrimination, such as the relevant sections of The Equal Opportunities (Persons with Disability) Act 2000, Employment and Industrial Relations Act 2002, The Equality for Men and Women Act 2003, Equal Treatment of Persons Order 2007, and all other applicable Maltese legislation concerning equality.

EAI's commitment to equality and diversity extends to actively assisting groups that face disadvantages in education and employment. Furthermore, EAI endeavours to broaden participation, enabling individuals who traditionally do not engage in Higher Education to access educational opportunities.

EAI is committed to review and revise the Policy on a yearly basis to be in line with any global changes as well as the industry and academic requirements.

3. Appendix 1 Recognition Prior Learning Form

https://euroamerican.edu.mt/policies/rpl-policy-form.pdf

Please complete this form to request Euro American Institute Recognition of Prior Learning.

Name	
E-mail address	
Programme of study you have offer to	
Level of study you have an offer to	
The date you are due to start	

Level of Prior Learning

Prior Awarded /Qualified Learning (e.g., bachelor's degree level 6, master's degree level 7, etc.)
Prior Certificated Learning (e.g., credited assessments level 5, 6 or 7 of Bachelor's or Master's degree)
Prior Experiential Learning (e.g., Postgraduate professionalism courses)

Formal qualifications or partly completed qualifications (if any): This is classed as Recognition of prior Certificated learning (RPCL)				
Qualification	**Level**	**Subject Area**	**Place undertaken**	**Date (partly) achieved**

Name and code of module(s) from your programme of study you are looking to claim RPL credit towards:	
Module Code	**Module Name**

Applicable learning gained through life/work experiences (if any): If you choose to submit a claim of this type, an Assessor will be in touch with you as further information and supporting evidence may be required.

To complete this request, I have attached below documents

1. **Original Transcript** or Diploma Supplement

   (File name attached: _____)

2. **Completed Mapping document**

   Applications for exemption must set out clearly how prior learning and achievement through experience meet the specified learning outcomes at the appropriate level of those modules for

which credit transfer is proposed.
(File name attached: _____)

3. **MQRIC statement from the MFHEA (in case of international qualification)**

   (File name attached: _____)

Important Note:

1. Prior to admission to the course, unless certificated learning in the context of Higher Education is covered by Euro American Institute RPL Policy, the applicant should submit to the Dean information on the prior learning concerned. The information submitted should normally include:
   a. Confirmation from the awarding institution of the level of the course in accordance with the Qualifications Framework; the date of completion and the modules taken (e.g. a transcript).
   b. Information from the awarding institution on the learning outcomes achieved, (for example, by means of a course/module specification) and details of the curriculum based on which accreditation of prior learning is proposed.
   c. If the application is for Experiential Learning, information on the applicant's relevant professional background, including employment and any relevant training courses or other study undertaken.
   d. A description of how the applicant's qualification or professional experience relates to the learning outcomes and curriculum of the modules from which exemption is requested, including extracts from the module documentation of the department concerned.
2. All applications should normally be submitted prior to admission or readmission to a course of study; retrospective applications will not be considered.
3. The Dean may also ask the applicant to complete a piece of written work or to follow an RPL module where this has been developed by the relevant department.
4. At least two members of the department concerned should be involved in the consideration of the APEL application, including those staff working in the capacity of Admissions Officer and the module leader. The departmental recommendation should clearly specify the modules for which exemptions are recommended and the total credit volume concerned. This will be clearly stated and returned to the admission department which will notify the student of the decision.
5. A letter will be sent by the admissions team to the applicant informing them of the result of their application.

Signature	
Date	

4. Appendix 2

4.1 Recognition of Prior Learning (RPL) at EAI - Frequently Asked Questions (FAQs)

4.1.1 What does RPL mean?

Recognition of Prior Learning (RPL) refers to learning you have already gained before starting your programme at EAI.

Recognition of your prior learning means that it can be counted towards the entry requirements for a programme, or can allow you to be awarded credit within your chosen programme.

Full information on RPL at Euro American Institute can be found in the EAI Recognition of Prior Learning Policy.

4.1.2 How do I apply for entry to a programme based on RPL?

If you think that your prior learning is equivalent to the advertised formal entry requirements for a programme of study, please contact the Admissions and Enquiry Service who will be able to advise you on how you can make an application. Your prior learning will be considered and, if successful, an offer for entry to an appropriate level of the programme will be made.

4.1.3 How do I apply for credit within a programme of study?

Your application needs to be submitted prior to admission or readmission to a course of study; retrospective applications will not be considered.

You should complete and submit the RPL claim form with full details of your prior learning and the module(s) you are applying for credit against. You will be asked for evidence of your prior learning so any evidence of prior learning that you already have should also be submitted with your claim. As part of the consideration of your claim, you may also be asked to provide further information or evidence if required.

The RPL Claim Form and full EAI Recognition of Prior Learning Policy is available to download from the Euro American Institute website.

Completed RPL claim forms, together with the required supporting documentation, should be submitted by email to the RPL Committee at rpl@euroamerican.edu.mt.

4.1.4 Is my Prior Learning too old to be given Credit or to use for Credit Transfer?

To be awarded credit within your programme the learning needs to be up to date, relevant and appropriate to your programme of study. Your RPL Advisor will be able to guide on this, qualifications achieved more than 5 years ago will not be considered up for credit transfer.

4.1.5 How much credit within a programme of study can I claim through RPL?

There are limits to the amount of credit you can claim through RPL to ensure that enough study for your qualification is undertaken with Euro American Institute. A full list of the maximum amounts of credit you can claim through RPL is provided in the EAI Recognition of Prior Learning Policy, and you should consider this before you submit a claim.

4.1.6 What about awards with Merit or Distinction?

All RPL credit, both certificated and informal, is ungraded. This means that no marks will be available from RPL credit to count towards awards with Merit or Distinction. At the Euro American Institute, awards with

Merit or Distinction are considered solely on the basis of achieving all credit points required for consideration of the award with Merit/Distinction through completion of EAI modules.

4.1.7 What happens to my RPL claim form?

Your claim will be assessed by two academic members of staff: the Assessor and the Moderator. You will be supported throughout the process, advised if any additional information is required and given an indication of the length of time that the assessment of your claim will take. Generally, this will be within three working weeks of submission of your claim form, however, it may take longer if a claim for recognition of informal learning needs additional supporting evidence. Advice on this can be obtained from the RPL Advisor supporting your claim.

4.1.8 What happens next?

4.1.8.1 - Step 1

Once the RPL form is processed you will be contacted by the RPL Assessor for those units of competency will contact you to arrange a phone or online interview to conduct an initial discussion about your application. The goal of the initial discussion is to ascertain whether there will be sufficient available evidence that will support the Recognition of Prior Learning application. No matter how a unit of competency is awarded, it must only be done so after the Assessor has ascertained that the evidence is sufficient, valid, authentic, and current i.e., up to date.

The initial interview is an informal one. The Assessor will simply be asking questions to get a better understanding of your relevant background and experience related to the units of competency you are seeking recognition for.

They will ask you general questions about relevant employment and training. This will include the tasks you undertook and how regularly you did them. You will also be asked about the results of any workplace performance reviews i.e., what did your employers think about your skill level.

They will also ask specific questions that will help them (and you) gauge your level of current knowledge and skills for each specific unit. Remember, they are not deliberately trying to trip you up

– they simply are using questions that a person who is sufficiently skilled in that area should be able to answer.

If you and they determine that you are unlikely to achieve RPL – you will then be assisted with how to progress your study. Fees are only charged if your application progresses beyond this point.

4.1.8.2 - Step 2

Your Assessor will have advised you whether it is realistic to proceed with the Application for RPL to this stage (at which point in time fees are charged). The objective of this stage is to gather the evidence that can be used to support your RPL. This may be done in several ways with the most common being a Portfolio of Documents; and/or Demonstration/ Observation of Practical skills.

Some points to be aware of about this:

- Supporting evidence needs to be able to be proven as authentic
- The portfolio needs to be properly presented – with it being clear how each provided evidence items supports your application (i.e., don't just send us every document you have)
- If the evidence is not recent evidence – consideration needs to occur about whether this work skill or task has since changed i.e., are your skills and knowledge still up to date
- There needs to be sufficient evidence to show that you can demonstrate all the required skills and knowledge reliably

The Assessor will formally consider all evidence provided and compare them to the requirements of the unit(s) of competence. From this stage they will identify what documents and conversations are required for the next step. They may have already identified gaps i.e., aspects of the unit(s) of competency that you do not meet. They may advise you that you can address this gap by undertaking a component of the training.

4.1.8.3 - Step 3

The purpose of this stage is to assist with the authenticity aspect and to address any gaps identified in the evidence provided. It also supports proving workplace competence vs. theoretical knowledge of the subject. You will be advised of the activities needed in this stage. They may include:

- Requests for written "references" from past workplace supervisors
- Phone "reference checking" by contact past employers and verifying information provided in your portfolio
- In some instances, the Trainer/Assessor may simply ask you to explain certain information. For example, they may ask you in depth about a provided item of evidence as a way of testing that you were the author of that document as claimed.

After this stage is completed successfully the recognition results will be made. It is normal that the final decision be confirmed after a College Director has reviewed the RPL application and evidence and agrees that they support the Assessors judgement and decision. What Result Will I Be Awarded?

4.1.9 Examples of the types of evidence which may be required for formal learning

When considering applications for the credit transfer of prior certificated learning, EAI will need to see evidence of your prior certificated learning, the details of what you learned, when this was learned, who awarded you the credit, and at what level of study the credit was awarded.

Examples of the evidence you will be asked to provide may include module and syllabus descriptors or handbooks, transcripts, and confirmation of the marks you achieved for this learning. Once this information is received the Assessor will review the evidence to identify if the learning you have already achieved is comparable to the learning you would achieve by studying the module(s) at the Euro American Institute.

Applications for the award of credit based on informal learning

When you make a claim based on informal learning, it is expected that you will reflect on experiences, identify the learning within these experiences, and provide evidence of the learning achieved. Evidence of informal learning will therefore come in a variety of types and forms.

Examples of how this type of learning can be evidenced may:

Reflective portfolio of evidence (submitted electronically) which could include (but is not limited to):

- Video and/or audio material
- Analytical evaluations of practice
- Analysis of issues underlying practice and the learning associated with that
- An Assessor's observation of practice
- Detailed curriculum vitae to support a context for the claim

The portfolio should include an essay or annotated grid to allow the applicant to explain to the Assessor what MQF or professional levels they have achieved

Once all the evidence of learning has been received, the Assessor will review the evidence and undertake a process of assessment for credit rating the learning.

4.1.10 RPL Fees

Some applications for RPL are free and some incur a charge. There is a standard fee to apply for entry to a programme based on prior learning. There is a standard fee for making a claim for the transfer of credit already achieved at another institution. There is a fee charged for claims for credit within a programme based on informal learning. This is because informal learning must be assessed and credited for it to be applied.

However, if credit is applied to your programme, you will also receive a tuition fee reduction as you will not be studying as many modules as originally anticipated. Please contact the Admissions Team for information on the current schedule of fees.

1. Fee Structure:
    a. A fee of €45 per ECTS credit is charged for RPL for candidates outside the European Union attending full-time and part-time.
    b. The total RPL fee is based on the number of ECTS allocated per study module / unit.
    c. For example, if a study module / unit has 10 ECTS, the fee will be €450.00 (€45 x 10 ECTS) before the assessment process.
2. Exemptions:
   The fee of €45 per ECTS credit does not apply for:
    a. Full-time candidates attending the Euro American Institute (EAI).
    b. Candidates from EU member countries up to EQF/MQF Level 6.
    c. EAI charges the same fee of €45 per ECTS credit for all candidates at EQF/MQF Level 7 for RPL assessments.
3. Payment and Refunds:
    a. Non-EU or part-time students need to pay RPL fees as per the established rates.
    b. Students who are paying for their courses (i.e. non-EU or part-time) need to pay RPL as per established fees. However, if they are given the exemption of that particular module through RPL, they will not pay for it in their course fees (they will be refunded).

5. Appendix 3 Admissions Appeals

An applicant may request a review if they wish for the decision on their application to be reconsidered. The use of this process should not adversely affect any later dealings with the applicant.

1. An applicant who is considering making an appeal should:
   a. In the first instance, if it has not already been supplied, request feedback from the Admissions Office, within 7 days of the publication of the unsuccessful decision.
   b. If, after considering this feedback, the applicant still wishes a decision review, they should submit, in writing, to the Programme Leader, the reasons why they believe the decision should be reconsidered. This request should be made within 10 days of receipt of the feedback.
   c. A representative nominated by the Programme Leader will consider the request and inform the applicant of the outcome, in writing, within 10 days of its receipt.
   d. If the situation is not resolved, then the applicant, within 7 days of notification of the decision from the Euro American Institute's representative, may submit an appeal with evidence to support their case.
2. The appeal can be made on one or more of the following grounds:
   a. That there was a material and/or procedural irregularity in the decision-making process.
   b. That there is evidence of unjustified discrimination or bias against the applicant.
   c. That additional evidence has come to light since the decision of the School's representative, which could not reasonably have been expected to have been produced at the time of the case.
3. The Admissions Appeal Application Form is available on the Institute website and should be submitted via email to rpl@euroamerican.edu.mt.
4. It is strongly advised that the applicant keeps a copy of their Application Form and any supporting documentation submitted to the Institute, as documents will not normally be returned and may be destroyed unless the return of documentation is requested at the point of submission.
5. Appeals will not be accepted by a third party unless written consent is received from the applicant allowing an individual to act on their behalf. Any information provided as part of the appeals process will be handled in confidence, and only released to those members of staff who need it.
6. Please note that incomplete Admissions Appeal Application Forms, applications that do not meet the criteria, late submissions, frivolous or vexatious applications, or applications not supported by evidence will normally be rejected.
7. Where an appeal is accepted for consideration, it will be sent to the relevant Programme Leader for providing all information relevant to the case. The case will then be passed to the Dean who will consider the appeal by way of a review of the relevant evidence and, the applicant or Programme Leader may be asked to provide further information on, or clarification of, any points in their submission. After consideration of the case, the Dean may act as follows:
   a. Reject the appeal.
   b. Uphold the appeal and impose an alternative outcome.
8. The Institute will inform the applicant of their decision within 15 days of receiving the appeal. The decision is final, and no further appeal is permitted. All outcomes of appeal are recorded and monitored.

6. Appendix 4

6.1 Euro American Institute's RPL ASSESSOR CRITERIA TEMPLATE

Authenticity: (It is the students/applicants/practitioners' own work, it is their learning)
Relevant: (Evidence and learning outcomes relevant to current practice) FOCUS, CLARITY OF EVIDENCE:(presentation of evidence, is logical, style of writing is clear and comprehensible) BREADTH: (Research findings/supportive literature included) QUALITY (LEVEL): (Standard of work appropriate to level claimed e.g., Level 4, Level 5, Level 6, Level 7
Reliable: (such that an assessor would arrive at the same assessment decision, were the assessment to be repeated.)

Sufficient: (Enough evidence to support learning outcomes)

Validity: (The learning outcomes relate to the evidence presented)

Verifiable

Assessor Name	
Signature of Assessor	

Date: _____

6.2 Programme Leader Result of assessment:

Evidence accepted as representative of learning in current role
Reason:
Further evidence required
Reason:
Evidence rejected
Reason:

Programme Lead Name :

Programme Lead Signature :

Date: _____

Please attach the following to this document:

- Student Assessment Profile
- Evidence submitted