

Recognition of Prior Learning Policy

21

ACADEMY





“

to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.

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Preamble

21 Academy is committed to monitoring and evaluating its services to enhance their quality and ensure that they meet the standards it strives to achieve. The Academy therefore has in place mechanisms to ensure that students have the opportunity make their views known. Regular student feedback is also gathered at the end of each course to help us to use our resources in the best way possible to meet student needs.

We understand and appreciate that there may be instances where such mechanisms are not sufficient to deal with problems that may occur from time to time. Therefore, this Complaints Procedure Policy outlines the method for the making of informal and formal complaints to ensure that grievances and comments are dealt with in an efficient and professional manner.

This procedure is intended to be easily accessible for all students, and aims to resolve complaints informally, if possible. Efficiency and promptness in reviewing and deciding on complaints is encouraged, and the Academy intends to provide effective replies and, where possible, appropriate modes of redress. The Academy guarantees that it shall ensure a full and fair investigation whilst guaranteeing confidentiality, if the complainant so requires, while doing its best to ensure that any such complaints are considered in the long-term in order to amend, change or improve the Academy in order to provide its students and staff with the highest level of education possible.

1. Introduction

The process of recognising learning formerly obtained by students is called Recognition of Prior Learning (RPL). This allows for aptitudes, competences, and skills previously achieved by learners to be recognised. Knowledge recognised may include education already evaluated by an educative entity, as well as understanding obtained at the place of employment and through life experience.

2. Purpose

This policy aims to guide 21 Academy in handling the accreditation and recognition process with regards to RPL. This will be done through a set of principles meant to ensure reliability, transparency, and consistency.

3. Terms

Formal Learning	Learning occurring in structured contexts comprising of goals and objectives, usually forming part of a curriculum or syllabus.
Non-Formal Learning	Learning taking place outside a structured educational system. This includes work carried out within the voluntary sector, and training activities at the workplace.
Informal Learning	Refers to learning resulting from daily activities related to work, family, or leisure. It is not organized or structured in terms of objectives, time or learning support. Informal learning is in most cases unintentional from the learner's perspective. It typically does not lead to certification.
Learning Outcomes	Statements of what a learner knows, understands and can do on completion of a learning process.
Evidence	The availability of documents to prove that an assertion is true. This needs to consist of documents deemed relevant by 21 Academy.

Credits

One (1) credit is to be deemed as 25 hours of workload as per MFHEA regulations. This consists of the time that a learner would take to complete all activities including lectures, placements, study time and practical work. Credits are ECTS. 21 Academy will consider one (1) to be 25 hours of learning.

4. Type of RPL Offered

21 Academy shall offer RPL in two instances:

- i. In the case where applicants make a request to transfer previously obtained credits within a formal learning structure; to the study programme that they are applying for. The credit transfer must be of the same MQF level or higher to be considered.
- ii. In the case where applicants would like to request an exemption for entry requirements for a particular study programme

5. Conditions

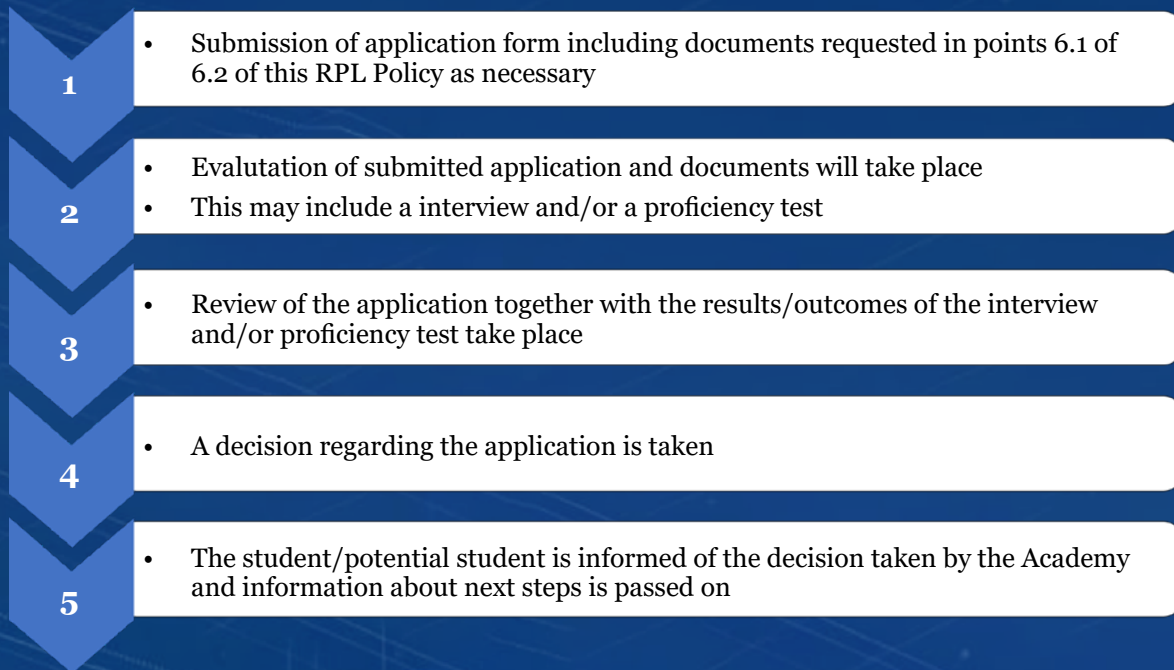
- 5.1 Applicants seeking admission or exemption through RPL in the instant described in 4(i) above, must provide evidence in the form of documentation, that they have already acquired the learning outcomes at the required MQF level or higher for credit transfer to be considered. This evidence should be compiled following discussions with the programme coordinator at 21 Academy and should consist of a thorough showcase of attainment.
- 5.2 The applicant must be willing to take a competency test and attend interviews/ oral assessments as part of this process at 21 Academy's request; for both instances described in 4(i) and 4(ii) above as necessary.
- 5.3 The deadline for an application in the case of;
 - 5.3.1 4(i) is at least 15 days before the start of the study programme or a specific module within it.
 - 5.3.2 4(ii) is at least 5 days before the start of the specific study programme.

6. The Assessment Process

- 6.1 Applications for RPL in the case of applications requesting exemption from entry requirements, must be accompanied with the following documents:
- A detailed CV
 - A letter of reference confirming that work experience, informal/ non formal training has taken place,
 - Proof of Certificates of Attendance/ Youth Pass/ any other certificates that may be available
 - Any previous award or qualification obtained
- 6.2 Applications for RPL requesting transfer of previously obtained credits, must be accompanied by the following documents:
- Certificates confirming completion of credits (only accredited MQF or EQF level rated certificates are accepted for credit transfer)
 - An MQRIC certificate in the case of qualification obtained abroad

In addition, evaluation of a request for RPL in applications brought forward by both instance in both points 6.1 and 6.2 may need to include the following:

- An interview – Allowing for the discussion of the outcomes obtained from the previously studied module or course, or information about candidate experience as necessary in the case of exemption from course entry requirements.
- A Proficiency test in the language in with the course will be carried out – Applicants not in possession of a Secondary Education Certificate pass at Grade 5 or higher in the language in which the course will be held, or a pass at the same standard in a comparable qualification, shall be required to sit for a proficiency test.



In the case of both points 6.1. and 6.2, 21 Academy reserves the right to take the year when the qualification was awarded under consideration. Qualifications that may have expired or can be deemed invalidated with time, may be considered unacceptable. For ease of reference only qualifications obtained in the previous 10 years from the application date will be considered.

7. Criteria for Assessment

It is the candidate's responsibility to ensure that submitted applications are complete, and that attached documentation serving as evidence is clearly labelled and numbered as necessary. The criteria that will be taken into consideration during the assessment process are the below:

- Adequate documentation submitted
- The validity of the documentation as mentioned in point 6.3 above
- The authenticity of the documentation
- The relevance of the documentation
- Language and topic proficiency during interviews

8. Assessment of the Application

- 8.1 The decision as to whether applicants will be allowed to transfer previously obtained credits to a current programme of study rests with 21 Academy. Where RPL is deemed appropriate, this will be granted according to the procedure set out in this document.
- 8.2 Assessment will be carried out by an RPL Assessor accompanied by the Programme Coordinator and/or the Head of Academy. The RPL Assessor must be an academic knowledgeable of the study programme in question. The Assessor must be able to comprehend the skills, understanding and knowledge that the applicant requires to be able to complete the rest of the study programme, and assess if they are able to proceed with the current state of understanding.

The Programme Coordinator will also be trained in the field and will also assess the applications received. This will ensure applications received will be adequately evaluated

9. Decision regarding the application

Once an application has been evaluated, the assessor will submit a report with findings together with recommendations to the Head of 21 Academy. If the application is accepted, an official letter or email stating this shall be sent to the applicant within two (2) weeks from application submission, confirming the acceptance. Applicants who are not successful shall also receive an official communication informing them of the short falls and advising of one or two (2) options at their disposal depending on the specific case.

- i. To re-submit an RPL application when they feel they have achieved the missing elements in their initial application. This can be done during the following academic year.
- ii. To follow a module/course that will provide them with the missing knowledge/qualification necessary.

Applicants who feel they should appeal a decision made in their regard, may do so by sending an official email stating the reasons to info@advisory21.com.mt. This correspondence will be forwarded to the 21 Academy Board of Appeals who will review the decision and confirm it or otherwise. The decision taken by this board shall be final. Results related to RPL applications will be stored in line with the GDPR Act and the Privacy Standard that 21 Academy has in place.

21 Academy commits to monitor and revise its RPL Policy as necessary. It is open to applicant feedback that may assist with its improvement. This feedback will be taken under advisement by the Programme Coordinators and the Head of Academy who together with the RPL Assessors will make any necessary changes. This will contribute greatly towards quality assurance.

10. Guidance and Support

Should a student or prospective applicants need guidance or assistance to fill in the application, support is available by sending an email on info@advisory21.com.mt or calling the Academy on +356 2099 5486. Assistance is also available for more information on the RPL process itself.

21 Academy staff are trained and receive regular updates on the Academy's RPL so they can assist students accordingly if and when necessary

11. RPL in the Final Transcript

Once an application for RPL under Point 4(i) is accepted, modules obtained previously by the students will be recorded in their final transcripts as having been acquired prior to the commencement of the award of programme they have now completed. A note listing the exempted modules will be included.

12. Fees

No Fees shall be linked to RPL Applications with 21 Academy.



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