

La Vallette- Recognized Prior Learning (RPL)

Purpose and type of RPL

The Purpose of the Recognition of Prior Learning (RPL) policy is to acknowledge and validate the knowledge, skills and experiences gained through informal or non-formal learning processes and certification already obtained from educational Institutions. RPL provides an opportunity for individuals to have their prior learning assessed and recognized, allowing them to obtain recognition, credit, admission or exemptions for specific qualifications (up to 50% for exemptions).

The Policy aims to give equal opportunities: RPL ensures that individuals from diverse backgrounds, including those who have gained knowledge through work experience, volunteering, self-study, have the opportunity to obtain formal recognition for their skills and competencies. This promotes fairness and equality in educational and employment opportunities.

RPL enables individuals to highlight their existing skills and knowledge to potential employers or educational Institutions. By having their prior learning recognized, they can demonstrate their competence and relevance in a particular field, increasing their chances of securing employment career advancement opportunities. Or fast track a programme at an Institution.

La Vallette Institute uses the same definitions of informal and non-formal as in the MFHEA website:

Informal Learning	Non-formal learning
A learning process resulting from daily life activities related to work, family, or leisure by which an individual acquires and accumulates knowledge, skills, attitudes, insight, and competences from daily experiences, and from exposure to one's environment.	Learning embedded in a planned activity organized outside the formal educational system, which activity is not explicitly designed as learning but which contains an important learning component.

Guidance and support to students (including the basis for acceptance, assessment process, fees, outcome, results and monitoring)

La Vallette Institute will provide the necessary guidance to all applicants as seen in the table underneath. The Administration is responsible for guidance including the first meeting and further support to build the portfolio among other duties as explained underneath.

RPL Process Guidance

Step		Description
1.	Information of the process	<p>Information meeting and submission of the candidate's file</p> <p>The transmission of accurate and relevant information at the beginning of the process helps applicants achieve their personal and professional goals more quickly. This meeting serves to recruit applicants as candidates who are suitable to the program of study associated with the process. The applicant can contact the administration for such information.</p> <p>The applicant must make a request for RPL within 6 months prior to the start of the programme and in no case not later than 3 months before the start of the programme. Wherever possible the applicant is encouraged to have this information meeting 6 months before. An RPL process will take approximately between 1 and 2 months. So the candidate is left with one month (if only applying 3 months before) if he wants to complain and/or appeal. If he applies 6 months before same timelines are kept but candidate will know much before his position)</p> <p>The complaint will be replied to within 1 or 2 weeks. The appeal is free.</p> <p>So, the candidate needs to complain within the first week he receives an unfavourable result. The appeal also needs to be submitted within a week. Failure to do so, the candidate will have to honour the communication of the RPL result by La Vallette Institute.</p>

		<p>'In the case the applicant for RPL complains about the RPL result, he should first write to the Administration and give all reasons for his complaint, why he does not agree. After receiving the reply for the complaint from the Administration, the applicant will still be able to appeal as per La Vallette Complaints and Appeals Procedure found in the QA Manual Appendix 1. The applicant needs to log onto the website https://lavallette.mt</p>
2.	<p>Submission of the candidate's file and self-assessment of competencies</p>	<p>Candidate's file</p> <p>The candidate's file includes various data related to the individual's educational, work and personal background (e.g., CV, transcripts, proof of employment letters). The file can be in the format of a Portfolio. The underneath are indicative to what can be found in one's portfolio as guided by the La Vallette administration.:</p> <ul style="list-style-type: none"> ▪ A detailed curriculum vitae (C.V.) ▪ Certificates confirming participation in professional development undertaken over the years ▪ The scope of duties performed at current/past jobs ▪ Professional certification ▪ Reference letter/s issued by an employer or past employers ▪ Evidence of participation in projects together with your involvement in the project ▪ Evidence of participation in foreign exchange programmes ▪ Involvement in internships or apprenticeship schemes ▪ Involvement in community work ▪ Examples of work performed (eg. prepared reports, budget sheets, plans, etc.) ▪ Evidence that is linked to the programme of studies and particular study units ▪ Police conduct certificate (if applicable) ▪ A letter explaining the applicants motivation for joining this course. <p>Self-assessment of competencies</p> <p>The self-assessment in the file/portfolio, allows the applicants to consider their abilities in relation to the program and establish connections between their experience and the programme knowledge, skills and/or competencies.</p>
3.		

<p>Validation of the application</p>	<p>The validation process includes an analysis of the file/portfolio and a validation interview to determine the eligibility of the file/portfolio-in other words, determine whether the RPL process is the most appropriate pathway for the applicant. At the end of this step, a recommendation is made as to whether to continue or stop the process. This is why it is highly recommended that the first meeting is carried out 6 months before. This is also to make sure that for exemption purposes only 50% can be obtained.</p> <p>Analysis of the applicant's file /portfolio</p> <p>The administration along with an appointed expert in the area requested for RPL conducts an analysis that accounts for the candidate's scholastic and experiential background as well as the particularities of each application.</p> <p>Note: The admission requirements for the chosen program of study are analysed (eligibility) once the candidate's file is submitted in order to quickly terminate the process if the admission requirements are not initially met. However, various admission criteria are applied, some of which consider the experience of the candidates.</p> <p>a) Analysis of scholastic learning</p> <p>Scholastic/experience analysis is systematically carried out for each file/portfolio so that everyone's education background is considered fairly. Scholastic/experiences analysis practices are defined with scholastic/experiences analysis, substitutions or equivalencies can be granted for courses already taken and passed. In the cases where students present certificates from abroad these might be requested to go through MQRIC for validation and recognition.</p> <p>b) Analysis of experiential learning (competencies)</p> <p>The candidate's experiential background is also rigorously analysed to ensure it is appropriately aligned with the competencies in the program of study being considered. The candidate must complete a self-assessment, which will then be analysed by an expert in the field. The applicant may be subject to a face to face interview or any other method as suggested by the expert.</p> <p>Validation interview</p>
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4.	Theoretical /Practical assessment	<p>The assessment stage is at the very heart of the RPL process and allows the mastery of expected competencies to be assessed in relation to the program of study. This key stage is based on the following principle of the general framework: individuals should not have to redo in a formal educational setting any learning they may have already acquired in other contexts or other ways. The candidate participates in assessment activities specific to each of the competencies in the program of study. These activities can take different forms, such as individual assignments, interviews, tasks in the workplace, task at an educational institution, with associated competencies grouped together. In assessment the Level descriptors of the MQF Referencing Report will be used as a reference and during the RPL process it will be ensured that there is a match between the recognised learning and the learning outcomes of the programme. A grade is then issued for the report to the Administration. The mark obtained must be 70 per cent or over to achieve a Pass. If the RPL is a pass it will be clearly stated in the report: 'Full acceptance of the claim as entry requirements onto a programme of study. 'or Full acceptance of a claim for advanced entry (exemption) to a programme of study' (only 50% of the programme can be exempted)</p> <p>In the case there is no Full acceptance the statements need to reflect one of the below:</p> <ol style="list-style-type: none"> 1) Partial acceptance of the claim for exemption 2) A request for resubmission of a claim including further evidence 3) Failure of claim with recommendation for alternative paths 4) Failure of the Claim.

		<p>It is to be noted that every credit will take about 3 days to be recognised as prior learning and therefore depending upon the number of credits the number of days to be taken will be communicated by the co-ordinator to the applicant. For example, if the applicant wants an RPL for the equivalent of 10 credits it will take one month for the result to be communicated.</p> <p>If the candidate has full acceptance of a particular module the candidate will have his programme fee reduced according to the fees established by La Vallette Institute on a yearly basis as seen on the website. The fees are calculated per credit.</p>
5.	Missing components of education or training	<p>Missing components of education or training is an activity that aims to close a gap between prior learning and require learning. Guided by a content specialist or self-directed, this training can take various forms: training modules in a small group, targeted reading, research, supervision, tutoring, etc. The missing competencies being addressed in the activity are assessed.</p> <p>The activity is tailored to meet individual needs identified during the assessment.</p>
6.	Certification	<p>Once the above steps have been completed a statement is issued to the applicant as a certification that he has achieved the required level either for admission or as an exemption of modules.</p>

If successful (gaining 70% of the requested knowledge, skills and competencies) the applicants are informed by the Administration through e mail and the same applies if the applicants are unsuccessful. If unsuccessful the e mail will contain all necessary feedback, why they have been unsuccessful. The applicants have a right to appeal according to the Policies and procedures of La Vallette Institute.

The applicant is responsible for providing all necessary evidence. The evidence must be original and a declaration stating so should be signed by the applicant.

FEES

Once the application is received along with the payment of 50 euros per credit (where applicable and as from time to time) the process of recognition and validation will start. The fees will be

stated in the website on a yearly basis and the students fee will remain the same as the time he applies and as seen on the website at the time of application. Once a student is exempted from a module the fee for that module will be deducted from the cost of the total programme. Fees for modules will be determined on a yearly basis as published on the website.

An expert in the area being requested for RPL will be engaged to work along with the Administration.

Applicants requesting an RPL might be asked to further prove the knowledge, skills and competencies via exams, case studies, interviews and/or practical demonstrations. An example of a summative assessment will be sent to the student when the Administration will guide the applicants.

The applicant has a right to set up a face to face meeting with the Administration to make sure he has understood all the steps required.

The expert will submit a detailed report to the Administration first, after which the Administration will inform the applicant of the report through an e mail. The applicant will receive a definite reply within a month of his application. The applicant is informed of the nature, level and amount of credit awarded, the grounds and in any case how to go about a re-submission if required and also how to appeal if applicable. Should the applicant want to appeal La Vallette Institute will assist the applicant to do so in a transparent manner according to the Policies and procedures.

Monitoring

The report will also be sent to the La Vallette Institute internal Quality assurance as a monitoring check that the process has moved smoothly and according to the RPL Policy. All documentation will remain in the applicants file.

The results in the documentation will include the transcript where it will be recorded with Title, level and credits achieved- and indicated that the module was achieved through RPL.

The Internal Quality assurance is always copied with the communication of the full process from beginning to end so that monitoring of the RPL will be adequate. As such if there is anything wrong in the process the IQA can immediately flag it and the Institute corrects it instantly so that quality is always achieved. In cases of complaints and appeals the IQA is also always informed so that IQA can oversee that the right Policy and procedure are being followed. Therefore, it is the responsibility of the Administration to always copy the IQA so that IQA can also oversee that the result is compliant with all required in an RPL process.

Those applicants who fail to provide the required evidence are informed of their specific shortcomings and can apply again at a later stage or appeal. They can also follow any modules on a part time basis to close the loop for their next application.

La Vallette Institute values RPL and is aware that CPDs on RPL are either given by the Institute itself or the Institute engages experts who have updated themselves on RPL and also content wise of the areas being evaluated for RPL.

La Vallette Institute revises all its Policies and Procedures every 5 years unless there is a requirement before through a justification from any shareholders.