

# Recognition of Prior Learning (RPL)

## APPLICATION FORM

### La Vallette

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Surname: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_

Address :

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Home tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

E- mail: \_\_\_\_\_

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Please tick which type of RPL you are seeking.

INFORMAL

NON FORMAL

Please give a brief outline of what you are requesting:

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Section1 – Application for credit exemptions/advanced entry based on learning at a  
La Vallette Institute

Please state clearly the relevant prior learning you wish to have recognised for exemption and attach required supporting documents e.g. official transcript of results.

Name of qualification	EQF level of course/ programme	Date Awarded	Accreditation Body	Name of Institution and Student Number	Relevant modules for which you are applying to have your prior learning recognised

## Section 2 – Application for admission / credit /advanced entry based on experiential learning.

In presenting your experience you should refer to the learning outcomes you have achieved and why these are relevant to your programme , including which modules you feel are possible equivalences and for which you are applying to have prior learning recognised .

**Please attach all required supporting documentation (e.g. CV, references, etc. )**

Future learning plan and the role of RPL in this.
Life / work experience, including experience and skills gained through volunteerism / care work etc.
Education details: MQF/EQF level and any subsequent education and training courses undertaken, including work-related training.
Other achievements, including awards or prizes or publications.

Please list the supporting documents you have attached to this form.

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## Checklist and Declaration

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In order that your application can be dealt with as quickly as possible, please submit, where applicable photocopies of the following documentation with this form:

Applicants requesting advanced entry / credit exemption based on **learning accredited at a Further and/or Higher Education Institute** - have you attached the following supporting documents?

- An official transcript of result

- A formal syllabus which includes topics covered, texts and references, learning outcomes and assessment and grading criteria for the relevant module (s)/programme(s).

Applicants requesting admission / advanced entry / credit exemption based on **experiential learning** – have you attached the relevant supporting documents? These may include:

- Your CV
  - References
  - An official syllabus or outline of education / training undertaken
  - Other
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**Declaration** I wish to apply for recognition of my prior learning as outlined above. I have read and understood the La Vallette RPL Policy.

I declare that the details provided by me are accurate. I understand that the data provided by me in this form will be used and protected by the La Vallette Institute in full compliance with data protection regulations.

**Signature** Please sign: \_\_\_\_\_

**Date :** \_\_\_\_\_

Please send completed forms to La Vallette Institute through the website <https://lavallette.mt> under the RPL Section.

In case of any complaints or appeals the applicant needs to go through the website <https://lavallette.mt> and write directly through the Contact us button.

