



GBS Malta

Recognition of Prior Learning: Accreditation of Experiential Learning

Application and Approval Form for

Admission to GBS Malta MFHEA Accredited Programme

This form must be completed by prospective students who wish to be considered for entry or entry with advanced standing to an GBS Malta MFHEA Accredited Programme through recognition of prior learning gained from experiential learning. Accreditation or prior learning is a process for identifying and accrediting an individual's experience gained from involvement in a variety of life experiences. Examples of life experiences that may be considered and accredited include: work experience, voluntary work experience, formal and informal training, formal and informal education resulting in either certificated learning and/or non-certificated learning.

Prospective students who wish to gain entry to the GBS Malta MBAs, Award in Business, Management and Study Skills, or the GBS Malta Award in Information Technology and Study Skills through assessment of experiential learning must provide a statement with supporting evidence to allow their application to be assessed.

Please note that a fee of fifty Euros is charged where an application for RPL: AEL involved exemption from one or more modules on the programme of study you are applying for. Where an application for exemption from module(s)/award of credit on a programme of study is granted through the RPL: AEL process a reduction in fees up to a maximum of ten percent of the total fee for the programme will be granted.

Before completing the Prospective Student part of this form please read the short student guide to recognition of prior learning: accreditation of experiential learning and GBS Malta's policy and procedure for the recognition of prior learning: accreditation of experiential learning. Both of these documents, as well as this application form, are available from the GBS Malta website (<https://qbs.edu.mt/our-policies/>).

GBS Malta's policy and procedure for recognition of prior learning: accreditation of experiential learning has been approved by the MFHEA and follows the MFHEA publication: Recognition of Prior Learning (RPL) – Definitions, Principles and Guidelines (<https://mfhea.mt/wp-content/uploads/2021/07/Recognition-of-Prior-Learning-Guidelines-4.pdf>).

GBS Malta's assesses accreditation of experiential learning for admission to its programmes through an evidence-based approach where the criteria for evidence are acceptability, sufficiency, authenticity and currency.

The information provided by prospective students in the form will be assessed by the Programme Leader of the programme of study applied for. Where it is recommended that a prospective student be offered a place on a GBS Malta MFHEA accredited programme of study a final check will be made by by another member of GBS Malta academic staff to ensure that the information has been properly evaluated and it is appropriate to accredit experiential learning for entry (with or without advanced standing) to the programme of study.

To be completed by the Prospective Student

Please ensure that you complete as fully as possible all parts of this form and provide evidence to support your claim to have experiential learning accredited for admission to the programme of study for which you are applying.

Title of GBS Malta Programme of Study Applying to Study:

Personal information	
Name:	
Date of making application:	
Email address:	Mobile number:
Current address:	

Personal Statement
<p><i>Please provide a statement about why you want to study on the programme you have identified above and your career aspirations once you have successfully completed the course. (Maximum 150 words)</i></p>

Statement about Experiential Learning

Please provide information about the experiential learning that you wish to be considered in respect of admission to the programme you are applying to study. Please ensure you provide information about learning from experience not just the experience itself. (Maximum 500 words). Please provide information, as appropriate, in respect of:

- *Work experience (employed and/or voluntary, for example charity work)*
- *Formal or informal training related to work experience or of other relevance*
- *Education qualifications (if any) and/or education undertaken without formal certification*
- *Any other learning experiences relevant to the programme of study you are applying for*

In providing this information please make sure you indicate independent evidence that you can supply in support of your statement about experiential learning.

(a) Work Experience

Please provide information about relevant work experience, details of each type of work, when undertaken with dates. Provide details about what you learnt from each work experience that is relevant to the programme of study for which you are applying. You will need to provide evidence of work undertaken and a contact that GBS Malta may approach for a reference (if deemed required).

(b) Formal or Informal Training

Please provide details of any formal and/or informal training that you may have received from your work (employed, voluntary, etc). State what you learned from the training and provide evidence that you undertook the training.

(c) Education

Please provide information about relevant education, Courses studies, any formal certification and/or evidence of attendance on the course. State where education studies took place, with dates and duration.

(d) Other Learning Experiences

Please provide information concerning any other personal learning experiences that you consider relevant to your application to undertake studies on the programme you are applying for. Where possible, provide any supporting evidence.

Evidence Provided in Support of Application for RPL: AEL

Please provide a list of evidence identified above in support of your application.

- (a) Work Experience

- (b) Formal and/or Informal Training

- (c) Education

- (d) Other Learning Experiences

To Be Completed by Members of GBS Staff

This section of the form should be completed first by a GBS member of staff considering the prospective student's RPL: AEL application for the stated programme of study. Once completed and a recommendation made the form should be given to the appropriate programme leader or nominee for checking and the decision confirmed over whether or not to offer a place on the course.

Details of GBS Member staff Conducting Initial Assessment

Name:

Position at GBS:

Date Assessment Made:

Title of Programme:

Assessment of Application for RPL: AEL

Please provide an overall assessment of the application referring to both the statements made by the applicant and the evidence provided. With respect to the evidence provided please assess its acceptability, sufficiency, authenticity and currency.

Overall Assessment

Evaluation of Evidence (acceptability, sufficiency, authenticity, currency)

Recommendation

Please provide a recommendation of whether or not to accept the applicant for a place on the programme of study and whether recognition of experiential learning for advanced entry (module exemption/credit) is also being approved.

Accept/ Reject

Please provide a short justification for your recommendation. State clearly exemption from modules/credit where approved.

Signature:

Date:

Verification of Decision

The recommendation by the assessor above should be checked by for verification purposes by another Programme Leader or nominee and a final decision made.

Final Decision:

Approve Recommendation of Assessor/ Reject Recommendation of Assessor

Please provide short justification for your final decision.

Name:

Position:

Signature:

Date: