



## GBS Malta

### Policy and Procedure for the Recognition of Prior Learning: Accreditation of Experiential Learning

#### Staff Guide

#### 1. Introduction

This short staff guide to GBS Malta's policy and procedure to the formal recognition of prior learning: accreditation of experiential learning (RPL: AEL) provides information on the MFHEA requirements together with the policy and procedure for assessing applications from prospective students for entry to a GBS Malta MFHEA accredited programme of study.

To fully understand the requirements of the MFHEA you are advised to consult their *Recognition of Prior Learning (RPL) – Definitions, Principles and Guidelines*, which can be found on the MFHEA website at <https://mfhea.mt/wp-content/uploads/2021/07/Recognition-of-Prior-Learning-Guidelines-4.pdf>.

Please read the GBS Malta *Policy and Procedure for the recognition of Prior Learning: Accreditation of Experiential Learning* which can be found on the GBS Malta website at <https://gbs.edu.mt/our-policies/>. The GBS Malta documents in respect of consist of:

- Policy and Procedure for the Recognition of Prior Learning: Accreditation of Experiential Learning
- Application and Approval Form for RPL: AEL
- GBS RPL: AEL Flow Chart
- Staff Guide
- Student Guide

#### 2. Experiential Learning

Experiential learning is differentiated from certificated learning. With the latter an individual gains certificates (awards, diplomas, etc.) from formal education, which may be from attending school and/or college, etc. Experiential learning is where an individual does not have the required formal certificates for entry to a course of study and instead may use different types of life experiences to demonstrate and evidence learning that would be taken as equivalent to certificated learning.

Experiential learning is where an individual uses different types of life experiences to provide information of what has been learnt from those life experiences. Most commonly for the purposes of accrediting experiential learning for entry to a course of study prospective students will typically make use of learning from:

- Work experiences (private, public and charity sectors)
- Voluntary work (for charities and other organisations)
- Formal and informal training whilst at work or self-funded
- Formal and informal education resulting in certificated and non-certificated learning
- Any other life experiences that may be deemed relevant

### 3. GBS Malta Policy and Procedure

The GBS Malta policy and procedure for accreditation of prior learning sets out seven principles and eleven policy statements. These policy statements are as follows:

- (a) To support prospective students when applying for RPL: AEL to make an optimum application when completing the GBS Malta RPL: AEL form.
- (b) To use information and evidence provided by the prospective students to fairly and fully assess their application for RPL: AEL.
- (c) To provide feedback to prospective students on their application, especially when it has not been accepted for entry to their choice of programme of study
- (d) Applications for RPL: AEL only for entry to a programme of study and not claiming exemption from modules/credits on the programme of study will not be charged a fee.
- (e) Applications for RPL: AEL claiming exemption from modules/credits on a programme of study will be charged a fee.
- (f) Exemption from modules on a programme of study applied for through the RPL: AEL process will be allowed up to a maximum of 25% of a programme.
- (g) To keep full records of each application for RPL: AEL and the assessment of the application regardless of outcome.
- (h) To provide an annual summary report of applications from prospective students for RPL: AEL identifying areas of good practice and where enhancements may be made.
- (i) To train GBS staff involved in supporting prospective students to make an application and to fairly, consistently and fully assess individual applications.
- (j) To seek approval from the MFHEA for any significant changes made to GBS Malta's RPL: AEL approved by the MFHEA.
- (k) To publish all GBS Malta RPL: AEL documents on its website.

These have been designed to ensure that the approach taken is open, fair and consistent in assessing prospective students for accreditation of prior learning to gain entry to a GBS Malta MFHEA accredited course of study.

The main procedure for a prospective student to make an application is set out in six steps, please see the flow chart for a summary of these steps.

It is important that prospective students wishing to make an application for accreditation of prior learning discuss this with a member of GBS Malta admissions staff before completing the application form. If you are involved in an initial discussion with a prospective student please emphasize that work and other experiences must be used to demonstrate and evidence learning that has taken place. The application form requires an applicant to provide this and to back up claims of experiential learning with evidence. Evidence may include a job description, reference from the employer, training undertaken, skills and knowledge developed from the work and/or wider life experience, etc.

Admissions staff may help and support the prospective student with their application and compilation of supporting evidence but it is the responsibility of the applicant to ensure that the best possible account of experiential learning is provided in their application.

Programme Leaders will assess applications from prospective students for RPL: AEL for their programme of study. Verification of the decisions will normally be made by another Programme Leader.

If you are involved in supporting and/or assessing an application by a prospective student for experiential learning as entry to a GBS Malta course of study please ensure that you read all the GBS Malta documents. These are listed below and are available on the GBS Malta website.

- (a) Policy and Procedure for the Recognition of Prior Learning: Accreditation of Experiential Learning
- (b) GBS Malta Recognition of Prior Learning: Accreditation of Experiential Learning Application Form

- (c) Flow Chart of the Procedure for the Recognition of Prior Learning: Accreditation of Experiential Learning
- (d) Student Application for the Recognition of Prior Learning: Accreditation of Experiential Learning Guide
- (e) Staff Guide to the Policy, Procedure and Assessment Process for the Recognition of Prior Learning: Accreditation of Experiential Learning.