



## **GBS Malta**

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

#### **Student Guide**

This short guide has been designed to help you with an application for accreditation of prior learning for entry to a GBS Malta MFHEA accredited programme of study. Making an application for accreditation of experiential learning means that you do not have the formal certificates and/or qualifications required for entry to your chosen course of study.

There are different types of experiences that you may use in claiming experiential learning. The most commonly used are:

- Work experience (public, private or charity)
- Training and/or education which has not been certificated
- Skills, knowledge and understanding that you have gained from different types of life experiences
- Voluntary unpaid work

To make an application to have experiential learning accredited as equivalent to formal entry qualifications for a GBS Malta course of study you are required to complete an application form (available on the GBS Malta website <https://gbs.edu.mt/our-policies/>). You must provide supporting evidence to back up your experiential learning. Examples of the kind of evidence that you may provide include, job description with details about the work undertaken, reference from your employer, training courses attended at work, etc. You will need to make sure that what you say about experiential learning in the application form is related to the evidence you are providing.

Before you complete the application form you are advised to contact the Admissions Tutor at GBS Malta who is involved in the course you are applying for. The Admissions Tutor will go through the procedure, application form and discuss evidence that you may be able to provide. Once you have had this discussion complete the application form and list the evidence you are going to provide with your application.

Once you have completed your application form and compiled your supporting evidence submit this to [admissions@globalbanking.a.cuk](mailto:admissions@globalbanking.a.cuk). You will receive an acknowledgement within five working days and a decision in 10 working days. The procedure is summarised in a flow chart (available on the GBS Malta website).

If your application is referred back to you because the assessor thinks that you have not given sufficient detail about your experiential learning and/or insufficient supporting evidence please discuss this with the GBS Malta Admissions Tutor. You will be given feedback on your application. You may make a resubmission as long as you can add to your initial application by addressing the feedback provided to you.

The full list of documents associated with the GBS policy and procedure for the recognition of prior learning: accreditation of prior learning are all available on the GBS Malta website and as follows:

- (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.

Please be assured that your application for accreditation of prior **experiential** learning will be assessed by experienced members of staff and full consideration given to your application with a decision and feedback in a timely manner.

GBS Malta staff are available to support and help you at any stage in your application.