



POLICY ON RECOGNITION OF PRIOR LEARNING

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1. Purpose

To set out the College's policy in relation to Recognition of Prior Learning (RPL).

The College's RPL policy and procedures should ensure:

- Opportunity for individuals to have their different types of learning recognised and counted
- Diverse, inclusive and accessible pathways to lifelong learning
- Quality assurance to guarantee that prior learning is of an appropriate standard
- Innovation, productivity and flexibility in the College's approach to education

2. Definitions

Advanced standing is a form of credit for any previous learning.

Articulation arrangements are where all applicants having completed specified previous formal studies are judged to have met the requirements of a part of a given qualification; a lower level qualification form part of a higher level qualification.

Credit Transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications

Formal learning is learning based upon complete or incomplete formal studies leading to a recognised award under Maldives National Qualifications Framework (MNQF) or equivalent.

Informal learning is specific employment experience, volunteering, internship or workplace based training.

Nested qualifications (also known as “embedded qualifications”) are qualifications that include articulated arrangements from a lower level qualification into a higher level qualification to enable multiple entry and exit points.

Non-formal learning is learning that takes place through a structured program but does not lead to a formally recognised qualification.

Recognition of Prior learning (RPL) is an assessment process that involves assessment of an individual’s relevant prior learning (including formal or informal) to determine the credit outcomes of an individual application for credit

Specified credit is where the applicant's previous formal studies or prior learning are assessed as satisfying the objectives or learning outcomes of a specific module; or

Unspecified credit is where the applicant's previous formal studies or prior learning are assessed as being at an appropriate level and of an appropriate standard to satisfy the requirements of an elective module.

3. Scope

This policy applies to all qualifications awarded by Villa College. Where qualifications are awarded by partner institutions, relevant policies and procedures from these institutions will apply.

4. Policy Principles

The following Principles shall apply in all RPL decisions:

1. Recognise prior learning without compromising the quality or standards of its qualifications.
2. Credit granted through recognition of prior learning is of equal standing to credit awarded through regular studies.
3. Assessment of applications must be systematic, evidence-based, transparent, reliable and equitable for all applicants.

All recognitions of prior learning must be in alignment with the requirements of Maldives Qualifications Authority (MQA).

5. Policy Description

5.1 Application, Assessment Procedure and Awarding

1. Applicants seeking credit transfer or exemption are required to submit a credit transfer application form with relevant supporting documents.
2. An application for credit transfer can be made either with an application for admission to the College or no later than the third week of each semester for modules offered in that semester. An application for credit transfer cannot be made before an application for admission.

3. A faculty may request the Registration Department for a mapping of a programme against a particular programme offered at the College to identify possible Recognitions of Prior Learning.
4. Assessment of Recognition of Prior Learning (RPL) should be undertaken by a subcommittee formed by the Admission and Awards Committee. This committee should comprise of academic staff with expertise in the subject, content or skills area and RPL process.
5. The sub-committee may decide to process RPL on module by module basis or on a level exemption basis based on the learning outcomes of the programmes. If the programme learning outcomes are not met, the sub-committee may mandate the applicant to complete specific modules to meet the requirements of the qualification. To be considered as level exemption, the student should at least be granted 75% of credit transfer from that level.
6. All decisions regarding Recognition of Prior Learning must be approved by the Admission and Awards Committee or by a subcommittee formed for the purpose.
7. Assessment of applications must be systematic, evidence-based, transparent, and reliable. All decisions must be recorded and filed.
8. When an application for RPL is made, the student must be informed of the outcome the application in writing, within 10 working days.

5.2 Granting of Credit Transfer, Advanced Standing and Exemption

1. Recognition of Prior Learning acknowledges that an individual's knowledge or skills represents the equivalent of the learning outcomes of one or more modules in a programme.
2. All Recognitions of Prior Learning and articulation arrangements shall be approved by the Admission and Awards Committee or a relevant subcommittee formed for the purpose.
3. The College may recognise formal learning as the prime basis for credit transfer. The College shall not grant credit for informal learning or non-formal learning.
4. Credit granted towards a course may be in the form of specified credit or unspecified credit. A core module can only be exempted through specified credit. An elective can be exempted through unspecified credit.
5. The granting of credit takes into account:
 - the content and level of the work for which credit transfer is sought (70% overlap of content is required);
 - the standard at which work was completed;

- the learning outcomes achieved;
 - the currency of knowledge gained;
 - the rules of the course towards which the credit is sought; and the limits on credit transfer permitted.
6. Recognition of Prior Learning must not put at risk the professional standing and the accreditation of a programme or qualification.

6. Administrative matters and responsibilities

6.1 Restrictions on Recognition of Prior Learning

1. Credit transfer is normally applicable to credits undertaken during last 5 years. Consideration for prior learning longer than this period must be decided on a case by case basis.
2. Only credits acquired with a minimum of a pass grade or equivalent would be considered for credit transfer.
3. Credits granted for an application should not exceed 1/3 of the total credit of the enrolled programme. This does not apply to credit awarded within articulation arrangements of College's own programmes or embedded/nested awards or external awards where there is an articulation arrangement.
4. Credit transfer is not granted for study undertaken to meet admission requirements.
5. The minimum qualification recognised as the basis for credit towards an MNQF level 7 degree is MNQF level 5 qualifications.
6. No credit may be granted towards a postgraduate course on the basis of undergraduate studies at MNQF level 5-7.
7. No credit may be granted for an undergraduate programme on the bases of postgraduate programmes completed.

7. Fees for Recognition for Prior Learning

Any fee or charge levied for credit transfer, advanced standing or exemption will be regulated according to the *Procedure for Recognition of Prior Learning*

8. Related Policies and Version Control

Related Policies

| Version | Policy Name | Policy Number | Approval Date | Approved by | Status |
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Version History

| Version | Policy Name | Policy Number | Approval Date | Approved by | Summary of Changes |
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