



# **RECOGNITION OF PRIOR LEARNING POLICY & PROCEDURE**

**May 2022**

Version 004

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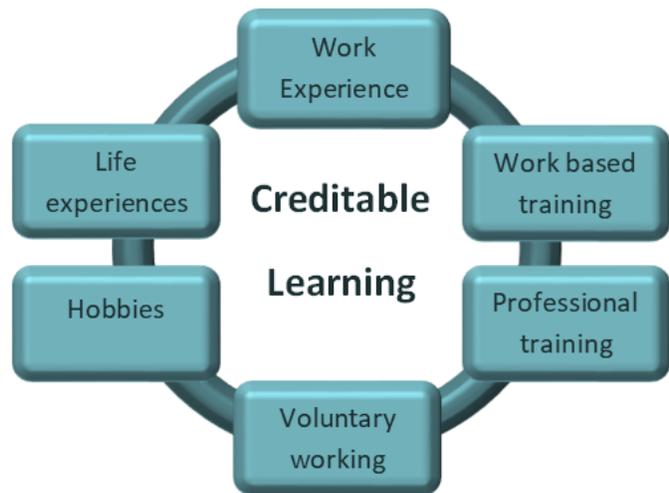
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## GIOYA HEI RPL POLICY

### 1. Introduction

**Recognition of Prior Learning** is the process for recognizing learning and, where appropriate, accredit the prior learning of an individual and the knowledge, skills, and competences that s/he already gained from experience and/or previous formal, non-formal and informal learning.



**Through the process of RPL**, applicants can demonstrate the learning achieved through a range of learning experiences, including **formal, non-formal** and **informal education**, and validated them against several set criteria's and assigned credit value. For this learning to be credited towards your study it needs to match the learning outcomes of your program and be able to be evidenced. Evidence can come in many forms and multiple pieces may be used. The diagram shows some of the different evidence which can be used but is not exhaustive.

### What do these terms mean?

- **Formal learning** is learning achieved through formal education that occurs in organized and structured contexts and is explicitly designated as learning in terms of objectives, time or learning support. It is assessed and credit-rated and leads to recognized qualifications. Examples of formal learning include learning which takes place within educational and training institutions and leads to a formal certificate which is, most of the time, recognized by multiple organizations both locally and internationally. It is usually valued in terms of credits which can be transferred between qualifications, institutions, and countries
- **Non-formal learning** takes place alongside the mainstream systems of education and training. It is usually flexible, hands-on, learner-centered and it is led by a teacher or a leader. Unlike formal learning this form of learning does not result in a formal degree or certificate, for example, learning and training activities or programmed undertaken in the workplace, voluntary sector or trade union and through community-based learning
- **Informal learning** can be defined as experiential learning and takes place through life and work experiences. It is often unintentional learning. The learner may not recognize at the time of the experience that it contributed to the development of their skills and knowledge. This recognition may only happen retrospectively through the RPL process, unless the experiences take place as part of a planned experiential or work-based learning program.

## 2. Scope and nature

RPL is an integral component of GIOYA HEI's commitment to widen the participation through supporting the provision of flexible routes into and through programs at GIOYA HEI for all learners with the potential to benefit from higher education regardless of background.

**GIOYA HEI** offers Recognition of Prior Learning (RPL) that has come from experience and/or previous formal, non-formal, informal learning context. This includes knowledge and skills gained within school, college and University and outside formal learning situation as through life and work experience.



This policy applies to all taught modules within undergraduate programs and all students for this program are eligible for RPL and Credit Transfer.

The Recognition of Prior Learning Principles and Guidelines prepared by SCQF in collaboration with MFHEA make a distinction between several types of recognition:

- **Recognition of Prior Learning** – when an individual can have their learning formally assessed and quality assured to successfully *be admitted or gain exemption to components or parts of a formal qualification* or award through the use of Learning Outcomes
- **Formative RPL** - the candidate is looking to have knowledge, skills and competencies assessed for *personal or career development process of recognizing learning achieved outside formal education or training systems within the context of further learning and development. This form of RPL may take place as part of a guidance process. This process can be linked to confidence-building; identifying individual learning pathways; a notional mapping of learning; supporting the transition between formal, non-formal and formal learning; and preparation for the process of RPL for credit.*
- **Summative RPL** – formal ECTS credit is awarded and recognized as having the same value as credit gained in formal teaching institution.
- **Credit Transfer** – the candidate has gained a formal award or qualification, and has received formal ECTS credits, and is looking to gain entry at an advance stage or exemption from a component of another program of study, where the Learning Outcomes of the first program of study match the learning outcome of the new program of study.

### 3. Forms of RPL Provided

GIOYA HEI provides the following forms of RPL:

- **APL – Accreditation of Prior Learning** - A process of reflection which identifies and accredits an individual's knowledge, skills, understanding and competences that have been developed through their lives by means of participation in **non-formal** and **informal learning**. The individual can request GIOYA HEI to help accredit his/her knowledge and skills gained at work so he could better understand the next step to take to have his non-formal and informal learning accredited and have his/hers career upgraded or be able to enroll in further academic studies.
- **APEL – Accreditation of Experiential Learning** – A process of reflection which identifies and accredits an individual's experience developed through exposure in life to various situations (at home, certifies gained through formal education, at work, or volunteering). The individual can request GIOYA HEI to help them identify the relevant aptitudes, skills, experiences, and knowledge they have gained via formal qualification, work, and life experiences in order to know if they can have them recognized before deciding to enroll in a certain course.

- **Recognition of Accredited Prior Learning – RAPL or RAPEL** – is when an individual has had their prior learning accredited (via APL or RPL). This learning process is then formally assessed and is awarded ECTS credit points and is pegged to an MQF level toward a program of study that they are then offered exemption or advanced entry to a program.

*This policy distinguishes between credit transfer and the recognition of prior learning*

#### **4. Credit Transfer**

When a candidate has gained a formal award or qualification, and has received formal ECTS credit, and is looking to gain entry at an advanced stage or exemption from a component of another program of study, where the learning outcomes of the first program of study match the learning outcomes of the new program of study. The credit can either be subject specific or general credit if the learning is at the same MQF level.

Applications for credit transfer require academic judgement in determining whether prior module content (for which the student has earned credit) can be mapped onto a module/module at GIOYA HEI. A student's application should therefore include evidence of credit received, (a transcript or equivalent), plus a module descriptor or syllabus that provides evidence of the learning outcomes achieved.

Credits may be awarded for prior learning where the level, standard, content and relevance of that learning is appropriate to a particular program. In particular , it may be awarded via RPL for:

- a) individual modules, where it can be demonstrated that the learning outcomes for the module through knowledge, understanding, and/or skills that they already possess are met as a result of prior learning; and/or,
- b) for a full year of study where the applicant or student can demonstrate that they meet the learning outcomes for the relevant year of study through knowledge, understanding, and/or skills that they already possess as a result of prior learning.

Normally, a student's learning will be handled as either credit transfer or RPL; however, there may be occasions where both need to be considered i.e., a student has a combination of credit and prior learning.

#### **5. The Application of RPL and credit transfer at GIOYA HEI**

Applicants who have already taken part in learning, either formally, for which they have received a certificate, or as non-formal or informal learning (e.g. work or community based) that they did not receive a certificate for (i.e. it was not a formal course of study), can use RPL to allow him/her to gain:

- a. **RPL for Entry/admission to a degree program**, (undergraduate) i.e. as an alternative to normal entry requirements if s/he can demonstrate appropriate knowledge and skills comparable to the specified entrance requirements. HEI. The student may be able to gain entry to a Bachelor program without the standard entry qualifications by using RPL, that would usually be requested for entry but now wish to be considered for study.

For admissions purposes, RPL can be requested by and granted to candidates who lack the minimum requirement to enter the program (i.e. no high school diploma). However, we would consider their informal and non formal experience in the field of subject. GIOYA HEI's Evaluation Board will review and assess the candidates' current skills, knowledge and competence level against those required for the Bachelor program, which can allow them to begin the Bachelor Program. All previous learning or experience that have already been assessed and for which ECTS have been granted cannot be reused for another RPL claim at GIOYA HEI.

For candidates who already have a Bachelor Degree and would like to acquire a second one, the RPL process will focus on a holistic approach of the candidates' formal, informal and non-formal learning. A Bachelor's degree on its own is not sufficient for RPL for the situations described on page 7. Furthermore, the previous degree may in a completely different subject matter. Rather, we will review their academic background alongside their non-formal and informal learning/experience over the years. In this way, RPL can be granted if the candidate has a Bachelor Degree and can evidence their non-formal and informal learning experiences, as assessed by GIOYA HEI's Evaluation Board.

- b. **RPL to allow for direct entry to a degree program** - When entering a program, the student can use their evidence of previous learning before starting the program, either to enter at the beginning or with advanced standing. Entry with advanced standing means that instead of starting a degree program (BA/BSc/BEng) at year 1 they might start at year 2 or 3. Where the student starts, will be determined by the amount of RPL they can claim, based on their experiences both certificated and non-certificated.
- c. **RPL to gain exemption from specific modules of an existing program** - RPL *during a programme of study* can enable the student to reduce their module load. If the student has learning which was not used to gain entry and this can be off set against their study. If RPL is granted the student will no longer be required to study the equivalent modules.

- d. **RPL for personal/professional development** to help the individual accredit his/her knowledge and skills gained at work so he could better understand the next step to take to have his non-formal and informal learning accredited and have his/hers career upgraded.

## 6. Limits of RPL

The minimum amount of credit achievable through RPL is the minimum of the smallest component within the program of study and a maximum of 50% of the total credit of the exit program for any individual type of learning. In case of an RPL process that involves other types of learning (combination of formal and/or informal and/or non-formal) the maximum amount of credit that can be awarded is of 70%. It is not possible to award a full qualification solely through RPL.

RPL claim cannot be requested if certain program specific circumstances of studies do not lend themselves to an RPL claim, such as:

- a regular professional accreditation that the program of study may offer.
- qualifications leading to a professional warrant (In case of exception, GIOYA HEI will request authorization to MFHEA)

## 7. Roles and Responsibilities

**Student Affairs office** – is responsible for:

- guiding the potential applicant through the process for RPL and the outcome they want.
- Sending out the application form for the applicant in order to provide and declare details of formal qualifications/awards, non-formal or informal competences gained.
- Checking that all the required details submitted by the individual are correct and valid. Once the application has been validated, the applicant is requested to provide specific evidence (which may include portfolios, written and signed declarations by employers, projects and other work-related activity).
- Pass all the documents and applications to the Head of Academic and Organization for an oversight of the process before sending the documents to the Academic Evaluation Board of GIOYA HEI.
- Inform the applicants and the lectures on the RPL result.

**Academy Evaluation Board (AEB)** - Matching prior learning to the learning outcomes of a program or module is an academic judgement and as such the making and recording detailed decisions on RPL is the

responsibility of the Academic Evaluation Board of GIOYA HEI.

The members of the Academic Evaluation Board will be made by appointment by the Head of Institution of GIOYA HEI, and it will consist of academic professors, professional experts (relevant to the filed in which RPL is requested) and by the Academic Development and Operations of GIOYA which will also support the organization of work of the AEB.. AEB is responsible for:

- the initial evaluation of the candidates' requests for the RPL process with the objective of analyzing the evidence provided by the applicant
- interviewing the applicant , when is required, to ensure that the results of the analysis conducted in the initial evaluation is valid and to verify specific competences that the applicant claims to possess.
- the possibility of requiring the applicant to skills and/or competency-based tests if the results of the interview are not sufficient to ensure validity
- mapping competences acquired by applicant (through formal, non-formal and informal learning) with the intended learning outcomes of the specific program to determine the number of credits that may be recognized for prior learning.
- Transferring the results to the Quality Assurance Expert for a process control.

**The Quality Assurance Expert** – has the role to verify if the process followed by the AEB is in line with GIOYA's IQA and the current RPL policy.

## 8. Quality Assurance

GIOYA HEI will ensure that RPL remains valid and appropriate for the Academy's modules and programs by assuring the following occurs:

- assessment of RPL is evidence based and occurs on a transparent basis;
- when a significant proportion of students is admitted to a course with credit and RPL, the progress of those students is tracked to ensure that their progress is satisfactory and at least comparable to other students enrolled in the course;
- where a student is admitted to a course with credit and RPL, the orientation process they receive reflects their admission point;
- to ensure consistency in practices and implementation of this Policy, the assessment of RPL and credit decisions are monitored and reviewed annually by GIOYA HEI's Quality Expert and reported to GIOYA's Strategic Team;

GIOYA HEI is committed to dedicate resources to the smooth running of the RPL procedures and to upskill staff as necessary. Capacity building will be actively promoted, and support will be provided for staff involved in the management, assessment, student support, and administration of RPL related procedures.

There are four stages to the RPL process:

- Accessing RPL
- Support
- Assessing Claims
- Completing the RPL Process (notification of outcomes, resubmission, appeal)

## **1. Accessing RPL for undergraduate programs**

### **1.a Initial Advice and guidance**

GIOYA HEI will provide an RPL guidelines on its website, as to ensure that learners can make an informed decision about making an RPL claim. The guidelines will be downloadable, and it will suggest scenarios and outcomes that will allow the applicant to understand where learning has taken place and how to demonstrate this to help achieve personal, career or education goals in a dynamic economic environment. Furthermore, each program of GIOYA that offers RPL will be communicated via website, brochures and social media etc.

GIOYA's student service staff will also be available for assisting the candidates in requesting an initial unofficial merely indicative evaluation on the percentage of credits they might acquire via online video call (one on one) or , face to face (individual interviews). For this purpose, the applicants will be requested to submit their CV,'s and any documents relevant to the process, which then will be unofficially evaluated by the Academy Evaluation Board. This initial merely indicative step allows the applicants to know what kind of recognition they require, what outcome they can have and how they can use the resulting credit to gain entry or exemptions in their chosen program (prior to application and admission) and to enable them to identify and collect all the evidence required for the validation of their prior formal informal and/or non-formal learning.

Staff involved in the initial advice and guidance process require to be trained and supported, as well as adequately resourced to enable them to carry out this role effectively.

### **1.b Application Process**

An applicant wishing to access a program of study through the RPL route is requested to inform the Student Affairs office via email at [student.affairs@gy.edu.mt](mailto:student.affairs@gy.edu.mt) (or specify in the application form) about their intention to claim RPL. Assessment of claim for RPL or credit transfer is made by the Academic Evaluation Board.

An individual will be required to submit an application for evaluation given that he/she

satisfies conditions for eligibility which include:

- Has work experience in related field
- interested to upskill through formal methods at GIOYA HEI
- Is willing to submit himself/herself to additional skills and/or competency-based tests/evaluation as part of the RPL process

RPL claims should be made at least one (1) month prior to the start of the course. An RPL application for exemption can be made once a potential course participant has demonstrated that they are likely to meet the admissions criteria for a program.

When making the claim, the student is requested to provide the outcome they would like to obtain such as:

- Claim as entry requirements onto a program of study
- Claim for advanced entry (exemption) onto a program
- Claim for exemption from specific modules of an existing program
- Claim for personal/professional development

Degree claims based on prior certificated learning (for example Higher national qualifications and degree level study) do not require a RPL form, however the same standards and methods of assessing prior learning still apply. The Applicant will need to provide:

- A scanned, colored copy of their certificates and academic transcripts of courses that are to be considered (only if applying for recognition of previous formal learning). The applicant has 6 months from the moment he is registered into the program to provide GIOYA HEI with the original transcripts and certificate, or a certified copy of the transcript and certificates. If he fails to do so GIOYA HEI reserves the right to terminate the student without paying any refund.

Degree claims for RPL based on previous experiential learning (i.e. not certificated or certified but it does not provide academic credits) or with a mix of experiential learning and formal credit, should use the 'non-formal and informal Learning Applicant Declaration Forms', that will be sent to them by the Student Affairs department via email, which should be filled in by the applicants.

The Student Affairs department will support applicants in compiling the forms. The staff will be available for video calls, one on one interviews (for privacy purposes) with the candidates whenever they require assistance or additional information.

GIOYA HEI presumes that all applications are made in good faith and that all documents and information provided throughout the process are authentic and true. Where an error has been made in assessing an application, or where the documentation provided by the applicant is



incomplete, misleading, false, or invalid, GIOYA reserves the right to withdraw credit. No fees paid to GIOYA HEI will be refunded.

The members of staff (academic or administrative) who will assist non-traditional learners with the application will receive training to ensure that learners are properly guided through the application process.

### **1.c Fees**

For what concern the pricing and payment of the RPL; the policy of GIOYA is student focused.

The RPL will be pursued on a credit basis (i.e. module of "funding" 5 ETCS, the Academy Evaluation Board might decide to recognise the full module for a candidate- 5 ECTS - and to another candidate it might recognise only 3 ECTS), also for these reasons the costs of RPL cannot be expressed for each individual module.

The student will be fully informed on the cost of the degree or certificate. The RPL, which will be applied after the admission of the student, will represent in proportion a percentage of the overall costs (i.e. 3 years bachelor degree at cost of 2.500 euro per year, will cost 7.500 euro in 3 years). RPL therefore will not vary the overall cost of the degree or certificate (etc)

The student will be requested to pay an annual registration fee (i.e. first year 2500, second year 2500 euro, third year 2500), therefore a student that will see recognised 30 ects (on a total of 180 ects) will be registered at the first year and he/she will need to complete the remaining academic year (he/she will be requested to pay 2500 euro for the first annual registration fee). If a student will be recognised 90 ECTS he/she will be requested to register directly at the second year, and he/she will need to complete the remaining part of the academic year (therefore paying 2,500 euro for the first annual registration fee and 2.500 euro for the second annual registration fee).

The overall cost of the degree or certificate (including RPL) might vary on the basis of the revision of the business plan by the Board (as per GIOYA IQA, C4 Financial Affairs)

GIOYA HEI has correctly identified a specific focus on professionals that usually are not requesting to differentiate the payments in instalments, but in case GIOYA will receive a motivated request from a student to pay the costs in different instalments, GIOYA will positively assess the request. GIOYA is also actively promoting scholarships.

Students that will require RPL will directly benefit from all these conditions.

## **2 Support for applicants**

### **2.a Guidance and Information Services**

The Student Affairs department provides students with RPL advice and ensure that guidance is available to enable students to maximise their potential and effectively gather evidence required to demonstrate learning achieved. The Student Affairs staff can involve professors and other experts to administer RPL applications when needed and they can always provide recommendation to the Academy Evaluation Board with their credit award recommendation. Such recommendation does not guarantee the outcome of the assessment process

The Student Affairs Staff will advise applicants and registered students on making a claim, providing the necessary evidence, including its production and submission. It is the responsibility of the staff to ensure that applicants and registered students have a copy of the relevant RPL guidance material and to provide advice and help. Furthermore, the staff will use a checklist to cover the initial interview for guidance, that will be signed off by the candidate and the member staff to ensure the procedures have been followed and that the applicant has a full understanding of the RPL process. The checklist will cover:

- the nature of Recognition of Prior Learning
- the credit requirements of the program including specific learning outcomes for modules/units.
- relevant procedures, including fee structure, limits on the amount of credit that can be claimed and the process of making the RPL claim
- formulating a claim in terms of reflecting upon and demonstrating learning the assessment process
- evidence they need to submit
- notify applicants of the assessment decision

### **2.b Acceptance of Evidence**

The Student Affairs office will process the application and they will check that all the required details submitted by the individual are correct and valid. Once the application has been validated, staff will assist the candidate in preparing their learning portfolio by helping them to identify the skills and competences achieved through prior certified and/or experiential learning which demonstrate achievement of specific learning outcomes. The Applicant might be requested to submit a written essay to talk the AEB through during the interview about the applicants journey of previous certificated learning and experiences matched to the learning outcomes set,].

For the recognition of informal and non-formal learning, the applicant is requested to provide evidence that will depend on the subject area. This may include but is not limited to:

- portfolios,

- Detailed Cv
- projects and other work-related activity.
- References
- Witness testimony
- Authenticated report or outputs
- Volunteering records
- Observation of practice or simulation
- Assessment on demand
- Structured interviews
- Presentations
- Certificates and statements of attainment from courses sponsored by employers or professional bodies, including information about the course of study;
- Training Records which should include a combination of significant learning forms that can supplement the professional acumen of the prospective course participant. These could include evidence of any of the following: onthe-job training (while being employed); participation in projects as guided by previous employer; participation in competitions related to the course applied for; attendance of courses related to the course applied for on a voluntary basis; and attendance of information sessions regarding innovative practices
- Skills test

To be assessed for credit based on formal learning, the applicant can be requested to provide as evidence the following but not limited to:

- **officially accredited qualification** (undergraduate certificate, undergraduate diploma, etc)
- **Transcripts** - A copy of prospective course participant's official transcripts for all relevant previous studies, including any currently enrolled units he/she intends to complete prior to commencing the course/module at GIOYA HEI and/or
- **Unit Outlines** - Detailed unit guides or outlines (or course syllabus) must be provided for each unit on the transcript the prospective course participant wishes to have assessed for credit. Unit guides should normally include information on the course content covered, learning outcomes, required readings, and assessment methods.

In order to ensure that assessment of prior learning can be carried out effectively, any documented evidence which is attached to the application must be carefully sorted and numbered

Once the forms have been completed and supportive documents/evidence have been submitted, the Student Affairs Department will send them to the Academy Evaluation Board for the initial assessment.

### 3. Assessment

### 3.a Assessment of RPL Claims and evidence

The initial evaluation conducted by the Head of Academic and Organisation has the objective of analyzing the application as well as the evidence provided by the applicant. Applicants should be aware that the evidence they submit in support of their application shall be assessed against the requirements and learning outcomes of the relevant program, and that consideration will be given to:

- **Validity** - The prior learning presented, which should be at the appropriate academic level, would need to match the learning outcomes required by the relevant program.
- **Sufficiency** - Applicants must provide sufficient documentation as evidence, including a completed form, the learning portfolio and any other evidence requested by the Academy Evaluation Board
- **Currency**. i.e. is the learning of current relevance? The prior learning achieved and submitted for accreditation should be up-to-date with current knowledge and practice.
- **Authenticity** Applicants must be responsible for the veracity of documentation provided
- **Relevance** The prior learning gained should be relevant to the program of study that the applicant intends to follow.

The Academy Evaluation Board after validating the claim and the evidence presented, has the possibility to request a one-on-one interview online or face to face with each applicant to ensure that the results of the analysis conducted in the initial evaluation is valid and to verify specific competences that the applicant claims to possess. Applicants may also be subjected to competency-based tests if the results of the interview are not sufficient to ensure validity

Each RPL decision is arrived at on a course-by-course basis by **mapping** either the stage, or level, or module learning outcomes (according to the type of application). An individual RPL will be recorded on the notes pages of the student information system (SITS) by the relevant member of staff (Student Affairs department staff).

Once an application has been assessed, the results will be passed to **GIOYA HEI's Quality Expert** for an oversight of the process. The minimum amount of credit achievable through RPL is the minimum of the smallest component within the program of study and a maximum of 50% of the total credit of the exit program for any individual type of learning. In case of an RPL process that involves other types of learning (combination of formal and/or informal and /or non-formal) the maximum amount of credit that can be awarded is of 70%.

The possible outcomes of the RPL claim can be:

- Full acceptance of the claim as entry requirements onto a program. In this case the applicant will be informed about the date for joining the next intake of the program
- Full acceptance of the claim for advanced entry

- Full acceptance of the claim for exemption from specific modules of an existing program
- The credit gained for non-formal and informal learning that allows the applicant to be considered for a career upgrade within the organization.
- a request for resubmission of a claim including further evidence
- failure of claim with recommendations for alternative paths
- failure of the claim

Applications for credit against previous Formal learning will normally be assessed within ten (10) working days providing all necessary documents have been submitted. A longer period may be required where full assessment is required.

Applications for Recognition of Non-formal and Informal Learning will normally be assessed within twenty (20) working days. A longer period may be required where full assessment is required.

### **3.b Quality Assurance of RPL Decisions**

GIOYA HEI will safeguard the quality of its RPL process by ensuring that:

- The assessment of Prior Learning for admission to a program is evidence-based and questions the applicant's competency and readiness for tertiary study
- The assessment of Prior Learning for formal learning and Credit Transfer is evidence-based, and ensures that the learning outcomes have been met;
- Credit on the basis of prior Formal Learning is only granted for completed units where the final grade is a Pass, or equivalent grade, and higher;
- Keeping a bank of anonymized RPL claims and the final awards of level and credit volumes in order to compare similar claims and to ensure consistency
- Standards for the assessment of Prior Learning are regularly reviewed and monitored by the Institute's Academic Board.

## **4 Completing the RPL Process**

### **4.a Notification of Outcomes**

The outcome of the RPL evaluation claim will be communicated in written form by the Student Affairs office to all applicants and the lecturing team, explain the units for which credit has been granted, the amount and level of credit that has been granted and those which have been declined and why.

The applicant who had a positive outcome of their claim will receive a Certificate of the amount of credits awarded.

#### **4.b Resubmission and Appeals**

Applicants who fail to complete the RPL assessment successfully shall be informed of the knowledge, skills and competences they still need to achieve, and will be given the possibility to re-take the RPL assessment when they think they have achieved the missing elements.

If the applicant is dissatisfied with the outcome, he/she has the option to appeal to the Head of Institution (HOI) against the decision and request a revision of the assessment process within ten (10) working days of the date nominated on the written notification, on the basis that there was a material error or irregularity in the process. Appeals cannot be made against the assessment decision on RPL.

The applicant has to inform the student affairs office about such request via email. The Student Affairs office will inform the HOI of GIOYA HEI who might proceed in nominating an external expert who was not involved in the initial assessment to carry out the re-assessment process. Alternatively, additional evidence can be supplied by a specified date. The Applicant will receive the results of the appeal within 10 days from the moment the external expert had received the documents.

#### **4.c Recording and certification**

Any credit granted for RPL shall be recorded in the student data system as part of the applicant's study progression and a copy of the submission document will be retained within the candidate's file as evidence of the assessment process.. Records of Results documentation will show credit granted through RPL.

The positive outcome of a claim for RPL for advanced entry or exemption will be added to the academic transcript of the student upon completion of the new program of study, followed by an agreed form of words which will identify why the claim was for, the level and amount of credit.

In case of credit transfer used as a form of RPL, it will be recorded on the applicants transcript and records, and it will detail the exact title, institution, level and volume of credit and the date of the original award as it will prevent double counting credit that has been used towards another qualification.

The policy, procedures and process of RPL at GIOYA HEI will be subject to periodic review and evaluation, informed by quantitative and qualitative evidence, in order to enhance practice