



## Policies and Procedures

Operations Department

### Recognition of Prior Learning (RPL) Procedure

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| <b>Policy Author</b>   | Diana Busuttil | <b>Designation</b>  | Head of<br>Institution |
| <b>Policy Reviewer</b> | Rosanne Galea  | <b>Designation</b>  | Managing<br>Director   |
| <b>Policy Approver</b> | QAC            | <b>Revised Date</b> | 26/07/2024             |

## Recognition of Prior Learning (RPL) Procedure

### 1. Principles

Future Focus adheres with a policy, which acknowledges that participants acquire skills and knowledge under many different conditions that may include life experiences, short courses and volunteer work. These contribute towards acquisition of skills/knowledge that a student may possess, but which may not be recognised or acknowledged by formal accreditation. By means of Recognition of Prior Learning (RPL) Future Focus seeks to recognise these competencies held by a student, by the acknowledgment of such education, hence, by incorporating the range of the student's experiences as they relate to our courses.

### 2. Policy

In line with the requirements of this policy Future Focus adheres with the required criteria which form the acceptable evidence of RPL, namely that

- i. Students have successfully completed the assessment criteria for a whole or part of a study unit within a qualification*
- ii. Students have evidence of recent prior study which meets assessment criteria of the current programme of study being undertaken in full*
- iii. RPL must be included on the appropriate sampling plan as an assessment method as appropriate and subject to internal quality assurance*

As per the same requisites, *all prior learning that is submitted as evidence by a student must be complemented by a professional discussion where an assessor specialized in the specific field of study conducts an interview with the student.*

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## Quality Assurance Policies and Procedures

*This is to make sure the student's knowledge or the application of this knowledge meets the requirements of the assessment criteria.*

At Future Focus, we further employ the equivalent standards with respect to circumstances when prior learning will not be recognized, hence those instance whereby:

- i. Learning that is similar to assessment criteria, but which has been met at a level lower than the current programme of study being undertaken by the student*
- ii. Prior learning that is more than five (5) years old*
- iii. Prior learning that has been referred by an assessor*
- iv. Prior learning that has not been assessed by an assessor*

### 3. Procedure

The RPL Application and Assessment Procedure which Future Focus follows, adopts the following process:

- i. Candidates are given/emailed all relevant information with regards to RPL application (Appendix). This policy and procedure form is forwarded to the candidates together with the application form.*
- ii. Candidates who wish to apply, are to return the completed application form which will confirm their acceptance to the scheme.*
- iii. Candidates are required to attach all evidence to support the application including, but not limited to, certificates and transcripts. Evidence must be directly related to the unit for which the candidate is applying.*
- iv. Candidates are to submit the application and to send the entire package to the Head of Institution on [d.busutil@futurefocus.com.mt](mailto:d.busutil@futurefocus.com.mt)*

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## Quality Assurance Policies and Procedures

- v. An Assessor specialised within the specific field of study is appointed to review the application and supporting evidence and to reach a decision on the candidate's competency.
- vi. The Assessor will decide whether sufficient evidence has been provided and will determine whether the extent which the candidate has achieved through the additional training or experience is sufficient to reach the required learning competency standards.
- vii. The Assessor's decision is forwarded within 10 working days to the Director of the Centre who will at this stage confirm the application or refute it.
- viii. The Director conducts appropriate quality assurance processes in order to ascertain that the procedure employed by the assessor is just and fair, academically correct and in accordance with comparability criteria. The evaluation team made up of the Director and the Head of Institution considers the decision and ascertains that approval of RPL was given in accordance with the policies and procedures laid down by the Institution.
- ix. Candidates are informed in writing of the outcome of the application process within 20 working days from submission of application.
- x. No full qualification shall be awarded through RPL – for instance Bachelor holders cannot expect to be exempted from the same program to gain another one.
- xi. All data is stored in accordance with GDPR rules and regulations.

Candidates are supported throughout the RPL application process and are offered assistance and guidance through guidelines and helplines that are made available as from the initial stage of application.

## 4. Compliance

The official documentation and evidence considered as mandatory when candidates submit the RPL application form include the ones listed hereunder. Candidates may attach further evidence, which they consider to be relevant.

Documents:

- i. Job Description - the job the candidate is currently doing or relevant previous positions;
- ii. Work and Training History – usually in form of a CV, will give the assessor an idea of the candidate’s previous experience.

Supporting Evidence:\*

- i. Certificates and transcripts from previously attained qualifications or courses;
- ii. Texts/papers/policies/reports that candidates have written;
- iii. Letters of support from professional references, which must be signed and dated;
- iv. Performance appraisal documents;
- v. In-house observation

## 5. RPL Outcomes

The possible outcomes of RPL application may include one of the following:

- i. Submitted application is accepted in full, where RPL sought for, is found to be valid and comparable with module/s sought to be exempted

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## Quality Assurance Policies and Procedures

- ii. Submitted application is approved in part, where not all proposed RPL sought for, is found to be valid and comparable with module/s sought to be exempted
- iii. Submitted application is rejected, where RPL sought for, is not found to be comparable with module/s sought to be exempted

## 6. Fees

RPL procedure carries a fee of Eur100

## 7. RPL team

The team who will be in charge of, and involved within RPL processes and procedures shall be as follows:

- i. Quality Assurance - Director of Institution, Rosanne Galea  
<r.galea@futurefocus.com.mt>
- ii. Coordinator - Head of Institution, Dr Diana Busuttil  
<d.busuttil@futurefocus.com.mt>
- iii. Advisor – Legal Representative of Institution, Ms Corinne Farrugia  
<c.farrugia@futurefocus.com.mt>

\*All evidence provided must be signed off by the candidate's workplace supervisor to show authenticity.