



MALTA INSTITUTE OF MANAGEMENT

RECOGNITION OF PRIOR LEARNING PROCEDURE

Recognition of Prior Learning Policy & Procedure

The Recognition of Prior Learning is a process of identifying formal, non-formal and informal learning other than the conventional certification. This learning can be acquired via schools, colleges, workplaces, life and work experiences, or personal interests.

Formal Learning

Formal learning means learning that occurs in organised and structured contexts and is explicitly designated as learning in terms of objectives, time or learning support. Formal learning is intentional from the learner's point of view and leads to a qualification. Examples of formal learning include learning which takes place within educational and training institutions.

Non-Formal Learning

Non-formal learning means learning embedded in a planned activity organised outside the formal educational system, which activity is not explicitly designed as learning but which contains an important learning component. Non-formal learning is intentional from the learner's point of view, but normally does not lead to certification. Examples of nonformal learning are: learning and training activities undertaken in the workplace, voluntary sector or trade unions and in community-based settings.

Informal Learning

Informal Learning refers to learning resulting from daily activities related to work, family or leisure. It is not organised or structured in terms of objectives, time or learning support. Informal learning is in most cases unintentional from the learner's perspective. Informal learning is often referred to as experiential learning and typically does not lead to certification.

Recognition of Prior Certificated Learning (RPCL) Process

RPCL is conducted via Malta Qualifications Recognition Information Centre (MQRIC) which is a competent body within the MFHEA which recognises both academic and vocational qualifications against the Malta Qualifications Framework and the European Qualifications Framework.

Learners will be directed by student advisors to acquire recognition statements where necessary, as an extension of the admissions procedure.

Recognition of Prior Experiential Learning (RPEL) Process

The RPEL process requires a portfolio of learning experience evidence which can be verified and validated. With help from a student advisor the portfolio will include the following:

- A detailed C.V.
- Certificates confirming participation in training
- The scope of duties performed to date
- A report from an internship/apprenticeship agreement
- Professional certification
- Articles or other works written by the applicant
- Reference letter/s issued by an employer, manager or leader of an organisation
- Evidence of participation in a project and the scope of the duties involved
- Evidence of participation in foreign exchange periods

- Examples of work performed (prepared reports, budget sheets, plans, etc.)
- A letter explaining your motivation for joining University

In addition to submitting a learning portfolio, an RPL applicant may also be invited to:

- Undertake a project
- Sit for an interview/oral examination
- Undergo simulation/practice observation
- Undertake a proficiency test in English

RPL interview will discuss the applicant's motivation, their learning needs, ability to follow course, and portfolio / other documentation submitted.

In order to start the RPL process prospective students should contact the student advisory services to identify the learning outcomes achieved through prior certified and experiential learning. Applicants are advised to start this process eight months ahead of the deadline for submission of applications.