

Recognition of Prior Learning (RPL) Application Form

Applications for RPL are assessed in line with IDEA Academy RPL Policy and Process available on the website. For further information please call +356 2145 6310

RPL Application CHECKLIST REQUIREMENTS:

1. Fully completed RPL form (Part A, B (Additional information/motivation statement) or C (Unit/s previously completed) and D and
2. Certified copies of academic transcripts/results and
3. Certified copy of Letter of Completion or Certified copy of Graduation Certificate, and
4. Completed ALL fields of the table in PART C (STUDENT TO COMPLETE ONLY) for each unit in which an exemption is being sought.

IMPORTANT INFORMATION

This RPL policy is solely intended for individuals aiming to follow a formal and accredited programme offered by IDEA Academy, and is subject to a number of conditions as stipulated below:

- A. The recognition of prior learning only applies to competences gained through formal programmes (accredited and recognized by the Malta Further and Higher Education Authority) and/or workplace learning (backed by evidence of declared employment).
- B. Individuals will be required to submit an application for evaluation given they satisfy conditions for eligibility which include:
 - I. Evidence of work experience in related field
 - II. Interest to upskill through formal methods at IDEA Academy
 - III. assent to sit for additional competency-based tests/evaluation as part of the RPL process
- C. Exemptions shall only be approved for whole Units and not for individual elements of assessment within a Unit.
- D. RPL will be offered for admission to a formal qualification or award **but not** for exemption to components of the qualification in the case of:
 - I. a regulated professional accreditation that the programme of study may offer, or;
 - II. programmes that require a minimum number of practice hours to deem candidates “fit to practice” (and where this is the case it should be made clear in the policy document), or;
 - III. ten years have elapsed since the said certified learning has taken place
- E. The maximum number of credits that may be gained as a result of the RPL process at IDEA Academy will not exceed 50% of the qualification/award chosen by the individual for formal learning.
- F. Any credits gained through the RPL process can only be given to learners once all the programme of study is completed.

Part A – Student Information (Student to Complete)	
Applicant Name	
Applicant Date of Birth	
Applicant ID/Passport Number	
Contact details Mob/email	
Course Name <i>(Put down the name of the course you wish to attend should this application be accepted)</i>	

I would like to *(Tick where relevant)*:

Option A. Request an exemption for entry requirements for a particular study programme

Option B. Make a request to transfer previously obtained credits within a formal learning structure

If you have chosen Option A because you do not have any qualifications and related work experience, please write down any additional information that may be relevant to your request. You are also requested to prepare a motivation letter and attach it to this application.

Part B – Additional Information

If you have chosen Option B please identify the Modules/Units you are requesting RPL in.

Part C - Assessment Standing		
To be completed by student	For Office Use	
Unit/s previously completed	Units receiving RPL in	Decision of Admissions Board

Part D – Student Declaration and Statement

Attached to this application I am submitting:

- A detailed CV
- A motivation Letter
- Certificates confirming completion of credits, transcripts and module learning outcomes if possible
- An MQRIC certificate in the case of qualification obtained abroad
- English Proficiency IELTS/equivalent qualification for students whose first language is not English
- A letter of reference confirming that work experience, informal/ non formal training has taken place
- Proof of Certificates of Attendance/ any other certificates that may be available

I confirm that the data in this form and its appendices are correct to the best of my knowledge.

Signature: _____

Name in block letters: _____

Date: _____