



## Recognition of Prior Learning: Student and Learner Guidelines

If you are interested in applying for the recognition of your prior learning (RPL), you should first consult the EUAA Academy's [Internal guidance on recognition of prior learning](#) in order to clearly identify which type of RPL process is most relevant for you.

The EUAA Academy has 3 types of RPL processes:

1. Recognition of prior formal, informal and non-formal learning ([see section 1](#))
2. Credit Transfer ([see section 2](#))
3. Content Module Assessment ([see section 3](#))

Next, you will need to identify the module(s) and learning outcomes which correspond to the knowledge, skills and competencies for which you would like to demonstrate prior learning. You can find the learning outcomes for all European Asylum Curriculum modules and programmes in the [Training Catalogue](#) on the EUAA website or [Learning Management System](#).

Please note that RPL may be used to request exemption from part of a course or programme but cannot be used to request exemption from part of a module. Therefore, you should make sure that your prior learning covers all the learning outcomes of the whole module.

Fill in the [RPL Application](#) form and submit it to [registrar@euaa.europa.eu](mailto:registrar@euaa.europa.eu). For RPL processes detailed in sections 1 and 2, you will be required to submit your application for RPL together with the relevant evidence. You may submit scanned copies of any documents, but you may be asked to show original copies during the evaluation stage.

**Applying for RPL does not alter the registration/admissions process and deadlines still apply.**

Applications for RPL (types 1 and 2) must be submitted as soon as you enrol in a programme, course or module and at least 4 weeks before the registration/admissions deadline. Registration for content module assessments (type 3) follows the usual registration procedures.

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### Section 1: Recognition of prior formal, informal and non-formal learning

You may use this procedure to be enrolled in a programme of study or training course, and to be exempt from up to 50% of the qualification or course<sup>1</sup>. This procedure may not be used in the case of enrolment in only one module.

Learning that may be recognised through this process includes the knowledge, skills and competencies acquired through work experience, but also through life experiences, voluntary work, etc.

For each study unit<sup>2</sup> for which you are requesting exemption, you should provide evidence of prior learning which directly corresponds to the learning outcomes of that study unit.

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<sup>1</sup> For example: If a course includes 4 modules of 2 ECTS each, you may only be exempt for up to 2 modules for a total of 4 ECTS.

<sup>2</sup> In the case of EUAA training, a study unit normally refers to a module.



## Formal Learning

Formal learning is typically provided by an education or training institution, structured (in terms of learning objectives, learning time or learning support) and leads to certification. Formal learning is intentional from the learner's perspective.

In order to be assessed for credit based on formal learning, you will be required to submit the following:

- Certificates and transcripts (when required) – A copy of the applicants' official certificates and transcripts for all relevant courses attended.
- Course outlines – Course outline or syllabus for each course listed in the transcript that you would like to have assessed for credit. This outline/syllabus must include the learning outcomes, and the course content covered.
- All supporting documents must be provided in English. Official translations must be provided for documents submitted in other languages.

Any certificates or qualifications awarded by institutions outside of the EU might need to be submitted together with an ENIC-NARIC certificate attesting to the comparability of the certificate to the Malta Qualifications Framework (MQF)

## Informal (experiential) and nonformal learning

As per the EUAA Glossary of Training Terms<sup>3</sup> informal learning results 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.

On the other hand, nonformal learning takes place through planned activities (in terms of learning objectives, learning time) where some form of learning support is present (e.g. learner-teacher relationships) and may cover programmes to impart work skills; very common cases of non-formal learning include in-house corporate training, through which companies update and improve the skills of their workers such as ICT skills, structured on-line learning (e.g. by making use of open educational resources), and courses organised by civil society organisations for their members, their target group or the general public.

Evidence of informal and nonformal learning needs to document your prior learning and attest to the achievement of the relevant learning outcomes of the module for which you are seeking exemption.

## Examples of evidence

Examples of evidence that you may submit include:

- Work experience e.g. employment history and employment position descriptions.
- Evidence of involvement in workplace activities or projects which are clearly comparable to the learning outcomes of the module for which you are seeking exemption.
- Detailed information about community activities, voluntary work or projects that involve significant participation or responsibilities, and which directly relate to the learning outcomes of the module for which you are seeking exemption.

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<sup>3</sup> [EUAA Glossary of Training Terms](#)

- Nonaccredited certificates and statements of achievement/participation from other training courses, including relevant information about the topics covered, e.g. courses delivered by EASO, EUAA or other.
- References or other testimonials (e.g. letters of reference from direct supervisor or places of employment) verifying your knowledge, skills and expertise; letters/documents from colleagues verifying your work activities.
- Projects or drafted reports that are related to the credit being sought. The submission of such documents should include a description sheet. Any sensitive or confidential information must be redacted.
- Observation of practice or simulations that are related to the learning outcomes of the module for which you are seeking exemption.

In the case of informal and nonformal education, in addition to the evidence highlighted above, the EUAA Academy will invite each student applying for RPL for an oral assessment aligned with each unit's Learning Outcomes. This Oral Assessment, in the form of an interview, is meant to confirm that the student has indeed already achieved the learning outcomes of the unit from which they are applying for RPL exemption

## Preparing Evidence

The process of gathering the evidence for your RPL application is very important because it will allow the assessors to make an informed judgement of the fulfilment of the relevant learning outcomes. The more evidence you can provide of your skills, knowledge, and competencies, the easier it is for an assessor to make a determination.

All evidence must be submitted in English. Please ensure that all confidential or sensitive information is redacted.

Ensure that:

- ☐ the documents submitted contain clear, unambiguous and complete information on the learning outcomes achieved.
- ☐ at least one credit point can be awarded for the learning outcomes achieved.
- ☐ you meet the admission requirements for the respective course or study programme.

**Note:** Competencies acquired in professional practice and learning outcomes achieved in a previous education/training cannot be counted as a final examination, capstone project or dissertation of a study programme.

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## Section 2: Credit transfer

You may use this procedure to request recognition of your previous formal education for which you have earned ECTS in order to be enrolled in a programme or course, and to be exempted from up to 50% of the programme or course.

## Examples of evidence

- Your certificate or diploma.
- Academic transcript and/or diploma supplement
- Other official documentation clearly indicating the learning outcomes achieved and EQF level.

These should provide evidence that the previously acquired learning outcomes closely match those of the modules that you want to request exemption from. You may be asked to provide a translation in English.

Ensure that:

- ☐ The credits that you wish to transfer were at the same level on the European Qualifications Framework (EQF) as the learning

If you have already obtained exemption for modules in a qualification/course through the process described in point 1, you will only obtain credit transfer for up to a total of 50% of the course through both RPL and credit transfer<sup>4</sup>.

This procedure may not be used in the case of enrolment in only one module.

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## Assessment Process

1. The assessment process of your application form and evidence will be carried out by the EUAA Academy RPL Panel, made up of representatives of the various sectors of the Academy.
2. The panel appoints RPL evaluators, who are subject matter experts and/or education professionals, who will assess the evidence you have included with your application and/or assess the achievement of the learning outcomes for which you seek recognition.
3. Appointed verifiers will independently evaluate the assessors' recommendations before these are submitted to the RPL Panel.
4. When assessing your application, the evaluators and verifiers will use the learning outcomes listed in the [ESQF educational standards](#)<sup>5</sup> and in the relevant module syllabus.
5. The RPL Panel will then confirm (or otherwise) that your prior learning corresponds to the learning outcomes and will validate all recognition decisions based on the recommendations made by the evaluators.

## The evidence will be evaluated based on the following criteria:

- Relevance of evidence – how relevant the evidence is and how directly aligned it is with the learning outcomes
- Authenticity of evidence – how authentic the evidence is and how strong the verification e.g. certificates, references, etc.

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<sup>4</sup> For example: If a complete course is made of 8 ECTS and 2 ECTS have been awarded through RPL, only another 2 ECTS can be exempt through credit transfer, for a total of 50% of the course.

<sup>5</sup> European Sectoral Qualifications Framework for asylum and reception officials

- Comprehensiveness of evidence – whether the evidence addresses all required competencies/learning outcomes
- Supporting documentation and references – whether the documentation is clear, complete and properly referenced.

In cases where the RPL Panel disagrees with the recommendations submitted by the RPL evaluators, it may ask you for additional clarifications or information (e.g. in a form of an interview). Please ensure that you respond to these requests promptly.

The decision of the RPL panel is final and there is no provision for an appeals process.

### Possible outcomes

Following a request for RPL, outcomes include:

- Full acceptance of the claim will mean that you are exempt from certain modules or that your credit has been successfully transferred.
- Partial acceptance of the claim for exemption
- A request for resubmission of a claim including further evidence/supporting documentation
- Rejection of the claim.

### Feedback and Decisions

After the assessment procedure, you will be provided with written notification explaining the modules for which credit has been granted and the ECTS value. You will receive this a least 5 days before the launch of the programme/course.

If your RPL application is denied, you will be informed of the knowledge, skills or competencies that are not comparable. You may also be asked to resubmit with additional evidence. Take into account the assessors' comments carefully before resubmitting.

You may request further clarification and assistance by contacting [registrar@euaa.europa.eu](mailto:registrar@euaa.europa.eu)

### ECTS awarded

Credits awarded through the RPL process are awarded at a specified number of ECTS points at an identified EQF level. Credits may be awarded in instances where the prior learning matches the EQF level, depth of learning and content of a particular module.

As mentioned above, the maximum credit that may be acquired through the first 2 RPL processes is 50% of any given course or programme.

Credit granted by another institution on the basis of the recognition of prior learning may not be transferred to the EUAA Academy.

The EUAA Academy strives to avoid the double counting of prior learning for credit at all costs. Any ECTS, whether gained at the EUAA or at any other institution, may be counted towards only one course or programme. For example, if you have used a certificate achieved for a training module delivered by another institution to be exempt from Inclusion when registering for the Core Modules, you may not use this same certificate to be exempt from Children in the Asylum Process when registering for the Vulnerability Modules.

## Certificates and learner records

The modules for which you receive ECTS value through the recognition of prior learning will be indicated on your certificate with an 'X' under the heading 'grade'. Where credit transfer is used as a form of RPL for entry, this is clearly recorded on the candidate's transcript/record and details the exact title, institution, level and volume of credit and the date of the original award. Any modules achieved through RPL (types 1 and 2) will be recorded on the Academy databases and will not contribute to the calculation of the final grade or classification of a course or programme.

The outcomes of the application will be recorded within the EUAA Academy databases, and a copy of the submission documents will be retained as evidence of the assessment process.

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## Section 3: Content Module Assessment

You may use this procedure if you have already acquired the necessary learning. For example, you have previously completed an EASO/EUAA training module either before it had undergone accreditation or because at the time you had decided not to participate in the assessment. This procedure may be used for standalone modules – you do not need to be enrolled in a full programme or a course. You may apply for the content module assessment of more than one module at a time.

After submitting your application form indicating the module(s) for which they are requesting assessment, you should follow the usual registration procedure.

### No evidence needed

Unlike other procedures described in the previous sub-sections, you do not need to submit evidence (documentation) of your prior learning and experience. However, if you wish to provide evidence, you may submit with the application form.

### Assessment process

You will sit the assessment and be assessed by module assessor's and verifiers in the same way as for learners who are taking the summative assessment of the corresponding training module(s).

### Possible outcomes

If you pass the assessment, you will be awarded a certificate with your grade and number of ECTS at the relevant EQF level. If you fail the assessment, you will receive feedback from the assessors clearly justifying the failing grade.

### Learner records

The application will be recorded within the EUAA Academy databases for statistical purposes only.



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## Other information

### Data protection

The Academy collects and processes personal data only as required in the process of carrying out its functions. All personal data is collected and processed limitedly for processing in accordance with GDPR requirements and the EUAA Data Protection Notices. Applicants will be requested to provide consent to the Academy to process and record personal data within the Application Form for RPL.

### Fees

There are **no fees** related to these processes.

### Support

For any queries or assistance, feel free to reach out to [registrar@euaa.europa.eu](mailto:registrar@euaa.europa.eu)

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