

# Recognition of Prior Learning (RPL)

Policy

**Document Overview**

<b>Title:</b>	Recognition of Prior Learning		
<b>Document Number:</b>	KNIGHTS_RPL_005 v2 Dec 25	<b>Document Type:</b>	Policy and Procedure

**Version History**

<b>Version No.</b>	<b>Date</b>	<b>Description of Changes</b>
V1	Sept24	Initial Document Creation
V2	Dec25	Document Amendment due to change in policy

**Continuous Improvement**

Policies, procedures and processes are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice please contact us on

[quality@knights.edu.mt](mailto:quality@knights.edu.mt)

## **Recognition of Prior Learning (RPL) Policy**

### **1. Purpose**

The purpose of this policy is to outline the principles, procedures, and responsibilities governing the Recognition of Prior Learning (RPL) process at KNIGHTS College. This policy ensures that applicants who have acquired relevant knowledge, skills, or competencies through formal, informal, or non-formal learning pathways are assessed fairly, consistently, and transparently for potential credit or admission into KNIGHTS programmes.

### **2. Scope**

This policy applies to:

- All prospective and current applicants seeking RPL as part of their admission into any KNIGHTS College programme.
- All staff involved in the administration, review, and adjudication of RPL requests, including the Student Recruitment Team, Admissions and Scholarships Board, and Academic Affairs Team.
- All programmes offered by KNIGHTS that permit RPL assessment as part of their admission or advanced standing pathways.

This policy does **not** cover internal credit transfer, exemptions based solely on previously completed KNIGHTS coursework, or standard admissions procedures unrelated to prior learning assessment.

### **3. Definitions**

#### **Recognition of Prior Learning (RPL):**

A process through which an applicant's prior learning—acquired through work experience, training, self-study, or previous education—is formally evaluated to determine equivalence to the learning outcomes of the programme applied for.

**Portfolio of Evidence:**

A collection of documents and materials submitted by the applicant to demonstrate previously acquired knowledge, skills, or competencies.

**Admissions and Scholarships Board:**

The governing body responsible for the evaluation and approval of RPL requests. The Board consists of the School Principal, Quality Manager, Business Development and Student Recruitment Manager, and Academic Manager.

**Student Recruitment Team:**

The administrative unit responsible for the processing, preliminary assessment, and management of RPL requests, as well as communication with applicants.

**CRM (Customer Relations Management System):**

The institution's central database used to track applications, communications, and decisions.

**4. Policy Principles****4.1 Fairness**

All applicants are evaluated using consistent criteria and processes, regardless of their background, origin, or nature of prior learning.

**4.2 Transparency**

Criteria, processes, and decisions related to RPL are communicated clearly, ensuring applicants understand requirements and outcomes.

**4.3 Validity**

Assessment decisions are evidence-based and aligned with programme learning outcomes and institutional academic standards.

#### **4.4 Efficiency**

The RPL process minimises administrative burden while maintaining academic rigor and quality assurance.

#### **4.5 Confidentiality and Data Protection**

All applicant information is processed and stored in accordance with KNIGHTS's Data Privacy and Information Management Policy.

#### **4.6 Commitment to Quality and Diversity**

RPL decisions support the College's mission to recognise diverse learning pathways while upholding academic integrity.

### **5. Roles and Responsibilities**

#### **5.1 Student Recruitment Team**

Responsible for:

- Processing RPL applications and documentation.
- Conducting initial assessments and quality checks.
- Preparing candidate information for Review by the Admissions and Scholarships Board.
- Communicating decisions to applicants on behalf of the Board.
- Providing support and guidance throughout the RPL process.
- Maintaining accurate records of all RPL requests and outcomes.

#### **5.2 Applicants**

Applicants are responsible for:

- Understanding the requirements of their chosen programme.

- Submitting accurate, complete supporting documentation.
- Ensuring the truthfulness of all personal and academic information provided.
- Consenting to the processing of personal data in accordance with College policy.
- Informing the College promptly of changes in personal details or circumstances.
- Submitting appeals as needed in line with institutional procedures.

### **5.3 Admissions and Scholarships Board**

Responsible for:

- Evaluating RPL applications referred by the Student Recruitment Team.
- Reviewing candidate documentation and assessments.
- Requesting interviews, further evidence, or external expert review when appropriate.
- Recording all decisions and the rationale for each outcome.
- Issuing final determinations that reflect institutional standards and values.

### **5.4 Academic Affairs Team**

Responsible for:

- Establishing official student academic records for admitted applicants.
- Providing guidance on academic regulations and expectations.

## **6. RPL Application Pathways**

### **6.1 Pre-Application Pathway**

Prospective applicants may request RPL consideration before formally applying to a programme.

Process:

1. Applicant contacts the Student Recruitment Team to express interest in RPL.
2. Required documentation is collected from the applicant.
3. The Student Recruitment Team prepares and submits materials to the Admissions and Scholarships Board.
4. The Board reviews the request and records the decision.
5. The Student Recruitment Team communicates the outcome with rationale via email.

## **6.2 Application Pathway**

Applicants may request RPL as part of their formal programme application.

Process:

1. Applicant indicates their RPL request in the programme application.
2. Supporting documentation is submitted.
3. Student Recruitment Team verifies completeness and conducts initial assessment.
4. Materials are forwarded to the Admissions and Scholarships Board.
5. The Board reviews and decides on eligibility.
6. The Student Recruitment Team communicates the decision to the applicant.

## **6.3 Supporting Documentation Requirements**

Applicants must submit a portfolio of evidence, which may include:

- Summary of relevant work experience.
- Reference or endorsement letters.
- Samples of previous work or completed projects.

- Copies of formal qualifications.
- MQRIC statements for foreign qualifications.
- Links to publicly accessible examples of previous work.
- Any additional supporting documentation.

All submissions are stored securely in the applicant's SharePoint folder.

## **7. Decision-Making Process**

### **7.1 Documentation Review**

- The Student Recruitment Team notifies the Admissions and Scholarships Board once the documentation is complete.
- Board members independently review the evidence and provide feedback.

### **7.2 Board Deliberation**

If consensus is not reached, the Board may:

- Request additional evidence.
- Invite the applicant to an interview.
- Consult an external subject-matter expert.
- Combine any of the above approaches.

### **7.3 Decision Recording**

All decisions and rationales are documented in the College's CRM system.

### **7.4 Communication of Outcome**

- The Student Recruitment Team communicates the Board's decision to the applicant, including reasoning.
- Applicants receive automated CRM notifications throughout the process.