

Procedure for recognition of prior learning and professional experience (RPL)

ADOPTED by
the College Council
Decision no. 1
of 28 April 2021

General provisions

1. This procedure regulates the submission, evaluation, accreditation of applications and challenging the decisions in relation to the recognition of prior learning and professional experience (RPL) in the completion of the curriculum at Tartu Health Care College.
2. Prior learning at the college as well as formal education and in-service training passed in other educational institutions and professional experience, the outcomes of learning within daily activities and in leisure time can be recognised in the completion of the curriculum.
3. RPL can be implemented in the completion of the curriculum, but it cannot be implemented for the final thesis and the final exam. Elective and optional subjects are taken into account as part of the completion of the curriculum in the maximum amount determined in the curriculum.
4. Prior learning/professional experience is recognised on the basis of individual assessment.
5. Prior learning can be recognised as elective and optional subjects only in the volume determined in the curriculum.
6. The applications are reviewed and evaluated by the committee involving the head of the relevant study department and the teacher in charge of the relevant subject. The committee has the right to involve other experts in the evaluation.
7. Application, counselling and evaluation related to RPL are free of charge for the applicant.
8. The pedagogical board of the college has the right to determine the subjects not accredited by RPL.

RPL application

9. An applicant submits an application in the Study Information System. The application about prior learning and/or professional experience, incl. the annexes, are filled in electronically and submitted by the beginning of the semester, but no later than two months before the beginning of the subject applied for recognition of obligatory subjects. Applications for recognition of elective and optional subjects can be submitted throughout the academic year.
10. Decisions regarding specificities of point 9 are made by the head of the relevant department based on individual cases.
11. Applications about the subjects that start within the first month of the first study year are submitted within the first study week. Applications submitted after the due date are not reviewed and are rejected.
12. An applicant adds certifying documents to the application, considering the learning outcomes of the subject applied for:
 - 12.1. Application of prior learning – a copy of the syllabus, the diploma and the diploma supplement or a copy of the document or an extract of study results;
 - 12.2. Applications based on learning related to professional experience, daily and leisure time activities – analysis of professional experience; a copy of the job description; documents certifying professional experience, including the position and the duration/load of the working relationship or a certificate about the work in an institution and an assessment by the direct supervisor (recommended) or a portfolio.

- 12.3. Applications based on in-service training – the certificate, programme of the in-service training, self-analysis in the case the certificate does not include assessment and learning outcomes.
13. To accredit studies completed outside Tartu Health Care College, the original document issued by the relevant higher education institution must be submitted, including the following data: the subject code and name (in the original language and in English), volume, topics, result, the date of final assessment, the name of the teacher in charge of the final assessment as well as a description of the assessment system.
 14. Accreditation of RPL as part of the completion of a subject is based on an agreement between the learner and the teacher of the relevant subject and in this case no application for RPL is submitted.
 15. In applying for recognition of studies completed in a foreign country, the applicant adds the decision of document recognition issued by the Estonian ENIC/NARIC (Academic Recognition Information Centre) serving as a basis for accreditation of studies.
 16. Previous studies are accredited on the basis of a simplified proceeding in the following cases:
 - 16.1. rematriculation of the learner;
 - 16.2. change of the curriculum by the learner inside the college;
 - 16.3. the learner has studied at the college before and is rematriculated.
 17. In the cases provided in point 16, the learner submits an application via the Study Information System, in this case there is no need to add the documents listed in point 12.
 18. The applicant is responsible for the accuracy of all presented documents.
 19. A rejected application of one subject can be resubmitted once.

RPL evaluation

20. An RPL application is evaluated as a whole.
21. In all applications the correspondence is evaluated between previous studies or the knowledge and skills acquired based on professional experience or independent learning and the learning outcomes of the subject(s), module(s) and the curriculum being studied.
22. In-service training can be accredited as part of the completion of the curriculum in case the assessment of learning outcomes was performed at the end of the training.
23. If required, the committee may ask the applicant to submit additional documents (e.g. a portfolio), perform a practical task and/or take part in an interview. To fulfil the additional requirements a date is determined by the committee in agreement with the applicant.

RPL accreditation

24. A decision regarding the application is generally made within one month after the submission of an application and all required documents (except in the cases provided in point 23 when the time limit for the reply may be extended up to one month from the fulfilment of the conditions of the additional requirement). The proceeding of RPL applications is not performed in July.
25. The RPL documentation is stored in the Study Information System.
26. The subjects accredited based on RPL are entered in the diploma supplement pursuant to the procedure established by the regulation of the Government of the Republic.

Challenges to RPL decisions

27. An applicant has the right to challenge the RPL decision according to point 159 of the Study Regulations. (Challenging the result of final assessment).

Quality assurance

28. RPL quality is assured on the basis of the study quality requirements of the college, incl.

the following

- 28.1. the availability of legal regulations, information and counselling is assured for the applicant;
- 28.2. the RPL principles, incl. the evaluation principles and procedures are public, clear and fair, their implementation is consistent;
- 28.3. presented data are confidential;
- 28.4. the RPL principles and procedure rules are regularly reviewed and their implementation is monitored by the pedagogical board.