

Title: Recognition for Prior Learning	Identifier: SOP - 006
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Document Distribution to:	The academic board The director of Studies
Additional reference required elsewhere	Developed in response to External Audit March 2021 reference KR5.1 And as directed by NH policy SOP12(5).

1. Introduction

The Recognition for Prior Learning is the process for recognizing learning that has come from experience and/ or previous formal, non-formal and informal learning contexts. This includes knowledge and skills gained within school, college and university and outside formal learning situations as through life and work experience. (SCQF definition 2010)

2. New Horizons Institute Philosophy

The business model that the Institute follows is that it acts as a catalyst for the development of the leadership / management competences of supervisors and managers at the place of work. Such competencies entail the knowledge, the skills and the attitude that modern leaders of people need to have for sustained success at work.

In this regard, those delegates who seek to enroll on this program of study do so with the sole aim of acquiring the necessary competencies particularly the skills that makes them effective leader of people. While the theoretical aspect of the various topics is adequately dealt with, the emphasis of the program and the main expectation of the delegates, is to acquire the practical knowhow that makes them effective leaders at work. The courses provided by the Institute are vocational in nature.

This is a unique feature of this program which academic institutions do not usually provide and which often delegates enroll on this program to supplement their academic qualification that they usually have in hand. Therefore, delegates are not interested in claiming exemptions because from the outset they enroll in this program because they feel that they are missing the practical / skills aspect which they were not provided with form other academic institutions.

In this regard delegates are not motivated to claim recognition for prior learning for

the scope of being exempted from some aspect of the study program. On the other hand it is not the policy of the Institute to award exemptions as this does not fit the business model that it follows.

3. Entry requirement onto the program of study

However the Institute makes sure that those who apply to enroll on its programmes need to satisfy the minimum requirements to ensure that the delegate has the capacity to benefit from the program.

The minimum requirements for a person to apply for the Institute's courses are the following;

- 1 is in employment and potentially may be given the responsibility to lead others in the future,
- 2 has a working understanding of the English and or Maltese languages.

4. Proforma to assist the candidate in recording their reflective accounts and evidence.

Acceptability

- i An updated curriculum vitae.
- ii A pre-assessment document that is filled in by the employer covering the topics that shall be delivered during the course.

Sufficiency

- iii The pre-assessment document mandates the employer to give his or her opinion about the applicant and to point out areas of development that the applicant needs.
- iv The pre-assessment document also mandates the applicant to give his or her reflections about his or her competencies and point out the expectations from the program.

Authenticity

- v Details of the employers are provided in the pre-assessment document and at random, contacts to verify the details in the document.
- vi At random, a reference letter is requested from the employer.

Currency

- vii The evidence mentioned above needs to reflect the topics that shall be covered in the course and that the applicant shall have a reasonable chance of practicing the skills imparted during the study program.